



Town of Newbury, Massachusetts

CAPITAL IMPROVEMENT PLAN

FY2023 – FY2028

Adopted: September 27th, 2022



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Introduction

The proposed FY2023 – FY2028 Capital Improvement Plan (CIP) for the Town of Newbury invests a total of nearly \$26.49 million into the community, including \$14.15 million from debt exclusion, approximately \$4.7 million in Free Cash, approximately \$1.8 million from the operating budget, \$1.4 million from the Stabilization Fund, a little over \$1 million in leases, \$415,000 in other restricted funds, and nearly \$2.9 million in American Rescue Plan Act (ARPA) funding and other state and federal grants. The CIP provides a roadmap for the Town to achieve its goals and priorities, especially in key areas such as the improvement of critical municipal facilities like the Town Hall, Newbury Elementary, and the Town Library.

This report provides substantial detail about Newbury’s capital planning process, an assessment of capital assets and capital needs across all departments, and the Town’s capital investment strategy. A complete listing of all proposed projects for each year of the CIP is included as well. Below is an overview of select projects.

The Newbury Town Hall Project is the most significant capital investment being made by the Town, accounting for a little more than half of the total cost of the six-year CIP. The project leverages a debt exclusion estimated to be \$11.5 million as the majority of its financing, with an additional \$2.5 million in Free Cash accounting for a smaller portion. The investment in the expansion of Town Hall is considered critical to Town operations – for more than 15 years, the existing building has been too small to accommodate all of the key functions of municipal government, requiring five separate external office trailers and an eventual move to leased office space. Other critical investments in Town facilities include \$2 million to replace Newbury Elementary School’s aging HVAC system, the removal of Larkin Dam for \$900,000, the replacement of the Town Library’s and Newbury Elementary School’s roofs for \$650,000 and \$600,000, respectively, and \$200,000 for the renovation of restroom facilities on Plum Island.

The CIP also includes key investments in roadway improvements, paving, and traffic safety – the Town’s annual Road Improvement Program is projected to invest over \$3 million in road repair and repaving over the next six years with a combination of operating budget and Chapter 90 funding. While the Town’s road





program makes up the vast majority of this type of spending, smaller but still important projects include the repaving of the Town's boat ramp entry area and Newbury Elementary School's parking lot, as well as flashing crosswalks for Plum Island and several deployable traffic calming radar display signs to improve pedestrian safety and contribute to "complete streets".

The CIP also includes several projects to support public safety in Newbury, including several projects to replace vehicles, equipment, and technology for the Police and Fire Departments, including several key fire engines and a continuous replacement program for police cruisers in addition to the creation of a Harbormaster Office and the buildout of a secure records/archive room. The CIP also makes significant investments in the Town's Public Works Department, ranging from significant vehicle purchases and equipment funding including dump trucks, excavators, street sweepers, pickup trucks, lawn mowers, and wood chippers. Facilities improvements are also included in the CIP, from the Town Library, Newbury Elementary School, and the replacement of the Orchard Street Culvert. Also on the horizon, but not yet included in the CIP, are future conceptual projects, such as the need to find a permanent home for the Senior Center that currently resides in a leased facility, that will be considered when the CIP is annually re-evaluated.

There are more projects proposed in Newbury's FY2023 – FY2028 CIP and this report thoroughly outlines them as well as the plan development process. This CIP should be considered a living document, in particular the later years of the plan, and will be refined as bidding occurs, project scopes are updated, and community needs evolve. Capital planning is an ongoing, annual process akin to municipal budgeting, and sometimes project priorities, scope, timing, and/or cost can change. It is incumbent upon Town leadership to monitor the financial conditions and capital needs of the Town so that the CIP can continue to guide capital investment to achieve the Town's goals and priorities in the years to come.



Capital Planning Process

What is a capital budget? What is a capital project?

A capital budget is distinct from an operating budget in that the items included in a capital budget are typically large or infrequent expenses, such as construction of a new building or acquisition of a new dump truck, whereas an operating budget includes recurring expenses or are modest in magnitude, such as supplies or vehicle maintenance. A capital budget identifies the array of resources to be used to fund a series of capital projects. In many instances, municipalities establish minimum dollar thresholds for projects to be included in a CIP. Specifically, the Town of Newbury has established a threshold of \$10,000 and a useful life of five years.

The Massachusetts Association of Town Finance Committees defines capital projects as “major, non-recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- purchase of vehicles or major equipment items;
- planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects;
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment; [and]
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.”

What is a capital plan? Why prepare one?

According to the Massachusetts Department of Revenue (DOR), a capital plan is a blueprint for planning a community’s capital expenditure and “one of most important responsibilities of local government officials.” Putting together multiple years of capital spending into a plan, instead of looking at each year in isolation, has multiple benefits including:

- impacts on the operating budget can be minimized through thoughtful debt management;
- high-cost repairs and emergency acquisitions can be reduced by implementing regular vehicle and equipment replacement schedules, and by undertaking major facilities improvements, such as replacing roofs, before a problem becomes chronic and damage occurs;
- large scale, ambitious public improvements can be phased over multiple years;
- critical parcels of land can be purchased before costs increase;
- costly mistakes created by lack of coordination – such as paving a street one year and then cutting into it the next year to install a sewer line – can be avoided; and
- methodical progress can be made toward meeting community goals.



Newbury's Capital Planning Process

The Town of Newbury is governed by its Town Bylaws, as amended, establishing the Selectmen-Administrator form of government. The legislative body of Newbury is an Open Town Meeting comprised of all registered voters. The capital planning process in Newbury tracks closely with the development of the operating budget.

The process begins in October, when departments are asked to develop and submit capital project requests using a standard form.

The Town Administrator meets with staff to review and refine the proposed capital projects. Finally, the Town Administrator develops the proposed annual capital budget which is presented at regular meetings of the Capital Planning Committee.

On an evening or two in March, the Select Board and the Finance Committee jointly convene for a Budget Workshop meeting to review both the recommended operating and capital budgets with the Town Administrator. The recommended capital budget is then further discussed and refined before it is transmitted to the Finance Committee (along with the recommended operating budget proposal) for approval. Additional refinement may be made prior to the closing of the Annual Town Meeting warrant.

The long-term CIP is reviewed annually and updated every five years.

Town Meeting votes on warrant articles that include the annual capital budget for the ensuing fiscal year but does not vote on the long-term CIP.

The graphic on the subsequent page summarizes the Town's capital planning process.



Newbury's Capital Process Calendar

OCT 1 – NOV 1

Town Administrator reviews inventory of current facilities with the DPW/Facilities Director

Town Administrator surveys status of previously approved projects

NOV 1

Departments prepare and submit requests for new or additional funds needed

BEGINNING DEC 1

Capital Planning Committee begins meeting with Department Managers

Capital Planning Committee reviews and ranks requests

BEGINNING FEB 1

Town Administrator considers method of financing capital requests based upon financial analysis

MARCH

Town Administrator presents *recommended* Capital Budget, along with funding strategy, to the Select Board and Finance Committee

APRIL

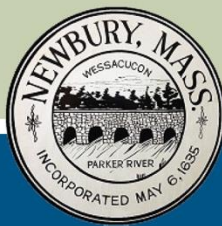
Finance Committee prepares its recommendation for Town Meeting. Projects scheduled for upcoming year are incorporated into budget

Distribution or notification to citizens of proposed capital budget

(LAST TUESDAY OF THE MONTH)
Town Meeting approval of upcoming year's budget and followed by department head preparation for acquisition, project management plan (if needed), and development activities *beginning* on July 1

JULY 1 - ONGOING

Beginning of fiscal year; monitoring of new and ongoing projects



CAPITAL ASSETS IN NEWBURY



Capital Assets & Planning Introduction

The Town of Newbury is located in Essex County, approximately 32 miles north of Boston and approximately 24 miles south of Portsmouth, New Hampshire. Bordered by Ipswich and Rowley to the south, Georgetown and Groveland to the west, West Newbury to the northwest, and Newburyport to the north, the Town was incorporated in 1635. The Town occupies a total area of about 26.29 square miles and is home to approximately 6,716 residents according to the Massachusetts Department of Revenue's Division of Local Services. Although the population grew dramatically in the years following World War II, growth has slowed for the past 20 years, allowing Newbury to retain its idyllic charms as a rustic community with the distinct character of a small New England town, with historic architecture and quarries, sprawling town greens, marshlands, and estuaries that drain the Merrimac River into the Atlantic Ocean.

Newbury, named after the town in Berkshire, England and originally Pawtucket and Wabanaki Confederacy land, was settled as a plantation by English colonists in 1635 who had landed in modern-day Ipswich a year prior. The colonists spent the year clearing land, hunting, gathering, farming, and building suitable housing around what would come to be known as the "Lower Green" area of the Town. After some time, the settlement grew northward and similar development patterns enveloped the "Upper Green" area. Early in its history, Newbury distinguished itself with its mills: in its second year as an English-settled plantation, the first mill powered by water was established at what would come to be known as Newbury Falls. Gristmills and sawmills soon followed and Newbury became the first site of a textile mill in Massachusetts in 1794. Over time, the original Newbury settlement would branch off, with West Newbury and Newburyport incorporating in 1819 and 1764, respectively.

During the 19th century, Newbury's business and industry grew as it continued to be known as a leading agricultural community in Massachusetts. Business initially grew around farming, with gristmills receiving grain to be milled into flour. Early milling and industrial activity generally growing out of the Town's rivers flowing from the Merrimac. Byfield, one of Newbury's three villages, became a manufacturing area and important source of employment known as "Mill Village." The Byfield area developed further, with a general store, post office, blacksmith, and tannery clustering around the Mill Village. Shipbuilding, fishing, and seafaring were also notable industries and an important part of life in Newbury. With the construction and growth of railroads during this period, Plum Island began to gain prominence as an attractive seaside area during the Victorian Era. Additionally, Newbury experienced booms in the latter part of the century as silver was discovered and continuously mined until the closure of the Town's mine in the 1920s.

After World War II, the Town's population grew dramatically as it grew into an ideal suburban community in the Boston area. Between 1950 and 2000, the amount of people who call Newbury home grew by over 236%, facilitated by the construction of the interstate highway system and the construction of I-95 in the western part of Town. As the population grew and local government services evolved, the Town built



infrastructure to provide important services to residents such as roads, a library, public safety departments, and schools. These systems remain in place today and must be maintained along with the Town's vehicles and other equipment to ensure that the Town can continue to provide valuable services to its residents. Infrastructure the Town of Newbury is responsible for can be found in the following pages.

The Town of Newbury's six-year Capital Improvement Plan (CIP) comprises two main components: the FY2023 capital budget presented in the subsequent pages and the longer-term project plans. The proposed FY2023 capital budget is actionable and will be considered by Town Meeting and, if approved, expended in the upcoming fiscal year. The CIP itself does not authorize expenditures, but instead serves as a roadmap for future investments and a foundation upon which to build longer-term planning efforts.

While some municipalities produce a simple, one-year capital plan, longer-term plans allow a town to be better prepared for future needs in terms of financing strategies, seeking grant opportunities, timing of synergistic projects, and creating ample opportunity for robust feasibility, planning, and design processes. The Government Finance Officers Association (GFOA) notes that a capital plan should cover "at least three years, preferably five or more." As with any strategic, long-term planning document, this CIP is designed to be flexible, recognizing that the local environment, available resources, priorities, and technologies change over time.

Each year, as part of the annual capital budgeting process, Town leadership and department staff will review the CIP and adjust the scope, cost, and timing of projects as needed. As projects move up to years 2-6, staff will begin design work or engage outside design professionals, begin right-of-way or easement acquisition, and begin procurement preparation, such as completing bid and construction documents. While the long-term CIP can contain planned replacements of major assets with known lifespans, it also can include anticipated replacement of assets based on observed trends and expected deterioration, as is often the case with bridges and roadways where annual inspections allow for trend-based projections. Trends in expenditures are also used to project future capital replacement and maintenance needs as well; while a specific need may not yet be identifiable, the Town can realistically assume that a certain amount of funding for building maintenance and fleet replacement will be an annual requirement.



Facilities

The Town of Newbury occupies and manages a series of buildings and building complexes that serve a multitude of purposes from Municipal Offices to the Town Library to the various public safety facilities. Each of these buildings must be maintained on a regular basis to ensure the safety of workers and the general public. Buildings and the major components therein, ranging from the HVAC system, roof, flooring, electrical, plumbing, and elevators, have certain lifespans and so major upgrades and/or replacements are necessary in order to maintain the functionality of these facilities. Additionally, the Town is committed to ensuring any new buildings and refurbishments will help make facilities as energy efficient as possible, and that consideration will be given to adding solar power components as they are feasible. According to the replacement values provided by MIIA, the value of the following Town facilities amounts to approximately \$39.7 million.

Newbury Town Facilities

Note: Schools will be discussed in subsequent sections.

Name	Address
Byfield Community Arts Center/Grange	7 Central Street
Byfield (Fire) Station	44 Central Street
Senior Center (<i>leased space</i>)	12 Kent Way
F. Ryeburn Lynch Senior Center	63 Hanover Street
Newbury Elementary School	63 Hanover Street
Newbury Municipal Offices	12 Kent Way
Newbury Police Department	7 Morgan Avenue
Newbury (Fire) Station	3 Morgan Avenue
Newbury Recreation Field House Building	Central Street
Newbury Town Hall	25 High Road/12 Kent Way
Newbury Town Library	0 Lunt Street
Old School House/Museum	260 High Road
Public Works/Highway Department	197 High Road
Transfer Station	75 Boston Road
Public Safety Annex/Bathhouse	31 Plum Island Boulevard



Information Technology

The Town's core information technology (IT) infrastructure consists of several separate sites, with site-to-site VPN connectivity connecting only sites that share phone system components (Municipal Offices, Fire Department). Network switches are several years old, with only some of the switches allowing for Power over Ethernet (PoE). Each site has its own internet connection and the sites do not have redundant internet connections. The Town uses a combination of VoIP phones as well conventional telephony, depending on the site, and does not have a primary data center, with each site hosting its own servers and storage.

Newbury Hardware and Software Applications

Department	Software
Accounting	SoftRight (version is old and runs on discontinued platform)
Assessors	AssessPro 4.7 (older version running on older server)
Information Technology	Dell PowerEdge T410 w/ Windows Server 2008 R2 (from 2009)
Information Technology	Dell PowerEdge T320 w/ Windows Server 2012 R2 (from 2012)



Parks & Open Space

Newbury is a major regional center for active and passive recreation, with Plum Island and the Town's several rivers serving as major attractions. These points serve not only residents and people in the county, but frequently visitors from other parts of Massachusetts and out-of-state as well. With this extensive inventory of resources, the Town has committed to enhancing the outdoor activity economy to compliment the various conservation and recreation lands in Newbury.

Open Space Facilities Owned or Managed by Newbury

Name	Address	Primary Purpose
American Legion Park	2A Central Street	Historic
Austin Lane Open Space	4 Austin Lane	Conservation
Caldwell Farm Open Space	Caldwell Farm	Conservation
Central Street (Manter) Fields	81 Central Street	Public Trails; Recreation
Colby Village Open Space	3 Colby Lane	Conservation
Common Pasture	0 Scotland Road	Conservation
Evergreen Cemetery	Cottage Road	Cultural; Historic
Father Sears Park	51 Sunset Drive	Park
Gravel Pit	High Road/Pine Island Road	Conservation
Great Meadow	Orchard Street	Conservation; Public Trails
High Road Salt Marsh	Map Lot R32-0-14A	Conservation
Island North of Bridge	North of Plum Island River/ Plum Island Turnpike	Conservation
Plum Island Turnpike	Conservation	Recreation
Kent Way Land	6 Kent Way	Recreation
Library & Ballfield	0 Lunt Street	Recreation
Little River Frontage	Hay Street	Conservation
Little River Marsh	Map Lot R36-0-21	Conservation
Lower Green	260 High Road	Recreation
Martin Burns Inholding	Map Lot R39-0-6	Recreation
Middle Road	Middle Road	Conservation
Newbury Beach	9th Street	Recreation
Newbury Elementary School	63 Hanover Street	Public Trails; Recreation
Newbury Grange	Central Street	Cultural; Historic
Oak Hill Cemetery	Parker Street	Cultural; Historic
Pearson Drive Playground	14 Pearson Drive	Recreation
Plum Island Beach	Plum Island Blvd to 9 th Street	Recreation
Plum Island River Island	Plum Island Turnpike	Conservation
Town Forest	75 Boston Road/Hay Street	Conservation



Open Space Facilities Owned or Managed by Newbury

Name	Address	Primary Purpose
Town Landing	289 High Road	Recreation
Upper Green	High Road	Conservation; Recreation
Wayside Avenue	Wayside Avenue	Conservation
Wilshire Road Open Space	Wilshire Road	Conservation



Roads, Bridges, & Infrastructure

There are approximately 67.53 miles of roadway in the Town, the vast majority of which are Town-owned. There are nearly 52.82 miles of Town-accepted roads, 11.5 miles of state roadway maintained by the Massachusetts Department of Transportation (MassDOT), 2.16 miles of unaccepted roads, and 1.05 miles of state park roadway (primarily on Plum Island). Routes 1, 1A, and Interstate 95 pass within the borders of the Town, each running roughly north to south. Roads are now classified by MassDOT into four categories:

- **Local roads** comprise approximately 59.7% of the roads in the Town. These roads provide access to residential properties and generally have lower speed limits.
- **Arterial roadways** comprise around 30.3% of roads in the Town. These roads are designed for mobility, carrying traffic at greater speeds over longer distance than other roads. These streets are typically numbered. These roadways may be maintained by the State and function as part of a regional highway system.
- **Collector roads** make up about 6% of the Town's road network. These roads primarily collect traffic from local streets and funnel it to arterial streets and vice versa.
- **Interstate roads** make up approximately 4% of the Town's road network. These roads are part of the US interstate highway system.*

Roads degrade over time through use and as a result of water infiltration, which can cause damage through freeze/thaw cycles common here in New England. Newbury's investment in a Crafcro hot crack sealer has proved invaluable and has allowed the Town to stay ahead of annual maintenance, extending the life of the Town's roadways. Capital reinvestment, such as the Town's Road Improvement Program and ongoing maintenance, serve a critical function in keeping roadways in good working order.

Newbury is home to Little River and Parker River, which both empty into the Plum Island Sound, as well as significant marshlands in and around the Plum Island area. Newbury is nestled squarely between the Merrimack River to the north and the Plum Island Sound to the south.

As a result, there are many arches and culverts in the Town, as evidenced by MassDOT's bridge inventory.** The Commonwealth is responsible for inspecting these culverts, but the Town is responsible for repairs and replacement. There are also many smaller municipally-owned culverts in the Town.

**Road Inventory Year-End Report 2020*. Massachusetts Department of Transportation. July 2021.
<https://www.mass.gov/doc/2020-road-inventory-year-end-report/download>.

**MassDOT Open Data Portal, <https://geo-massdot.opendata.arcgis.com/datasets/bridges>.



Newbury Bridges & Major Culverts

Facility Carried	Featured Intersected	Structure Type	Year Built/ Reconstructed
US 1 NEWBRPRT TPK	WATER MILL RIVER	Arch - Deck	1890/1922
HWY CENTRAL ST	WATER PARKER RIVER	Arch - Deck	1968
HWY MAIN ST	WATER PARKER RIVER	Tee Beam	1929/2016
HWY MAIN ST	WATER PARKER RIVER BYPASS	Slab	1850/1925
HWY HAY ST	WATER LITTLE RIVER	Slab	2007
HWY MIDDLE RD	WATER PARKER RIVER	Box Beam or Girders - Multiple	1995
US 1 NEWBRPRT TPK	WATER PARKER RIVER	Stringer/Multi-beam or Girder	1972
US 1 NEWBRPRT TPK	WATER LITTLE RIVER	Tee Beam	1922/1935
I 95 NB	WATER PARKER RIVER	Stringer/Multi-beam or Girder	1976
I 95 SB	WATER PARKER RIVER	Stringer/Multi-beam or Girder	1951/1976
I 95 NB	HWY SCOTLAND RD	Stringer/Multi-beam or Girder	1976
I 95 SB	HWY SCOTLAND RD	Stringer/Multi-beam or Girder	1952/1976
HWY CENTRAL ST	I 95	Stringer/Multi-beam or Girder	1976
HWY PLM ISLN TPK	WATER PLUM ISLAND RIVER	Movable - Bascule	1973
HWY NEWMAN RD	WATER LITTLE RIVER	Slab	2000
HWY HANOVER ST	WATER LITTLE RIVER	Box Beam or Girders - Single or Spread	1997
HWY LARKIN RD	WATER PARKER RIVER	Slab	2000
HWY LARKIN RD	WATER WHEELER BROOK	Box Culvert	2022
US 1 NEWBRPRT TPK	RR MBTA	Stringer/Multi-beam or Girder	1998
ST 1 A/HIGH RD	WATER PARKER RIVER	Stringer/Multi-beam or Girder	2008



School Facilities

Newbury shares a regional school district with neighbors Rowley and Salisbury, forming a comprehensive preK-12 school system. The Triton Regional School District serves 2,217 students and is comprised of five schools: Triton Regional High School, Triton Regional Middle School, and three elementary schools (one of which is in Newbury). Administrative offices are located at 112 Elm Street in Newbury, along with the regional middle and high school.*

The TRSD is responsible for capital planning for the district, and Newbury is responsible for paying its share of capital costs. In addition to the buildings, the athletic fields, parking lots, and roads on the school sites and school vehicles and equipment must be maintained. Newbury is also a member of the Whittier Regional Vocational Technical High School and the Essex North Shore Agricultural and Technical High School. Similar to the TRSD, Newbury shares capital expenditures according to individual regional agreements.

The Town owns the Newbury Elementary School and is responsible for all of the capital costs associated with its maintenance.

Newbury Public School Facilities

Facility	Grades	Address	Enrollment
Newbury Elementary School	PK-6	63 Hanover Street	395
Triton Regional Middle School	7-8	112 Elm Street	337
Triton Regional High School	9-12	112 Elm Street	647

*Triton Regional Middle School and High School enrollment numbers include students from both Rowley and Salisbury.



Storm Water & Sewer Systems

In order to protect the water quality in the region and comply with the United States Environmental Protection Agency (US EPA) and Massachusetts Department of Environmental Protection (MassDEP) regulations, the Town has developed a storm water management program. Part of this program is to ensure that well-maintained infrastructure collect and channel runoff appropriately. While the Town is only responsible for maintaining infrastructure on public property, there is also storm water infrastructure on private property throughout the Town.

Newbury's physical storm water infrastructure consists of curbing, gutters, storm drains, catch basins, pipes, manholes, culverts, outfalls, reservoirs, and other components that function together to collect and convey storm water to larger bodies of water. Newbury has a robust storm water management program that includes the mobile stormwater app, hosted by the Merrimack Valley Planning Commission (MVPC). This app allows users to inventory the Town's catch basins, manholes, and outfalls, track maintenance of those components, as well as the results of testing. The Town has also adopted a stormwater bylaw, stormwater regulations, and have made much progress in complying with the Commonwealth's Municipal Separate Storm Sewer Systems (MS4) General Permit.

Additionally, sewer services are available to residents of Plum Island and parts of "Old Town" via the Newburyport Sewer District. The rest of Newbury utilizes septic systems for wastewater purposes.





Vehicles & Equipment

Town staff use an array of vehicles and equipment to complete their tasks on a daily basis. There are approximately 61 vehicles owned by the Town.

The Department of Public Works has the most at 23 vehicles, ranging from trailers and pickup trucks to street sweepers and loaders. Many other smaller, handheld pieces of equipment (e.g. asphalt compactors, shovels, and other grounds maintenance tools) are used daily by public works staff in the execution of their duties.

The public safety departments also utilize a significant inventory of vehicles and equipment, including a motorcycle, police cruisers, pickup trucks, fire engines, ambulances and ladder trucks. Public safety departments also have other small equipment and tools needed for their mission, such as trailers.

Newbury Insured Vehicles & Equipment

Department	Year	Manufacture & Model
ANIMAL CONTROL	2015	FORD - TRANSIT VAN
BOH	2002	JOHN DEERE - BACKHOE LOADER
BOH	2018	DIAMOND CARGO - 7X14 TA-3500 ENCLOSED CARGO
COA	2016	FORD - E350 CUTVAN
DPW	1981	HUDSON - TRAILER
DPW	1996	ON THE ROAD - TRAILER
DPW	1998	MORBARK - CHIPPER
DPW	1999	STOW - CEMENT MIXER
DPW	2000	INGERSOLL - COMPRESSOR
DPW	2002	PEQUEA - UTILITY TRAILER
DPW	2007	STERLING - DUMP
DPW	2007	ELGIN PELICAN - SWEEPER
DPW	2009	JOHN DEERE - LOADER
DPW	2010	FREIGHTLINER - DUMP
DPW	2011	FORD - F350 PICKUP W/PLOW
DPW	2012	FORD - F250 PICKUP
DPW	2013	CHEVROLET - SILVERADO DUMP TRUCK
DPW	2013	PETERBILT - TRUCK
DPW	2013	WACKER - WHEEL EXCAVATOR
DPW	2014	BELMONT - TRAILER
DPW	2015	JOHN DEERE - TRACTOR
DPW	2017	FORD - F250 TRUCK



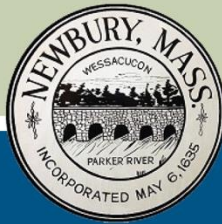
Newbury Insured Vehicles & Equipment

Department	Year	Manufacture & Model
DPW	2017	MACK - GU172
DPW	2018	JOHN DEERE - LOADER
DPW	2019	MACK - GR42F9
DPW	2019	CRAFCO - TANK TRAILER
DPW	2021	FORD - F3HZ
EMERG. MGMT	2009	FORD - F250
FIRE	1995	PIERCE – DASH PUMPER
FIRE	1999	FORD - F-450 FORESTRY TRUCK
FIRE	2000	PIERCE – DASH LADDER QUINT
FIRE	2003	FORD - CUTVAN AMBULANCE
FIRE	2005	HORTON – UTILITY TRAILER
FIRE	2006	FERRARA - FIRE ENGINE
FIRE	2012	FORD - EXPEDITION
FIRE	2014	AMERICAN - AMBULANCE
FIRE	2015	KME - CUSTOM ENGINE PUMPER
FIRE	2015	KME - TANKER
FIRE	2015	FORD - F250 SQUAD
FIRE	2015	STEALTH - TRAILER
FIRE	2016	CHEVY 2500 SQUAD
FIRE	2018	WHEELED COACH - F5H7 AMBULANCE
FIRE	2020	KME - LADDER
FIRE	2020	KME FIRE TRUCK - PUMPER
HARBORMASTER	1998	AMERICAN - BOAT TRAILER
HARBORMASTER	2003	Parker 23' PATROL BOAT
HARBORMASTER	2003	BOAT TRAILER
HARBORMASTER	2009	FORD F250
HARBORMASTER	2011	LUND 18' BOAT
HARBORMASTER	2011	SHORE LANDER - BOAT TRAILER
POLICE	2005	PACE - UTILITY TRAILER
POLICE	2007	CHEVROLET - SILVERADO
POLICE	2013	FORD - TAURUS
POLICE	2014	FORD – POLICE INTERCEPTOR SUV
POLICE	2014	TRAFFIC LOGIX - RADAR TRAILER
POLICE	2014	SPORT - TRAILER
POLICE	2015	POLARIS - TRAILER
POLICE	2017	FORD - INTERECEPTOR UTILITY



Newbury Insured Vehicles & Equipment

Department	Year	Manufacture & Model
POLICE	2018	FORD - EXPLORER INTERCEPTOR
POLICE	2019	HARLEY DAVIDSON - MOTORCYCLE
POLICE	2020	FORD - INTERCEPTOR
POLICE	2020	FORD - EXPLORER
POLICE	2021	FORD - POLICE INTERCEPTOR SUV
TOWN ADMIN	2016	FORD - EXPLORER



Capital Needs Assessment



Capital Needs Assessment

Department leaders were asked to report their capital needs for the period FY2023 – FY2028 using a new online form that captured important information about each potential project, such as project description, project justification, project cost and timing, and priority. In addition, departments were asked to indicate if non-local funds might be available to support the project and to anticipate the impact of the project on the Town’s operating budget. For example, savings could be realized if the purchase of new equipment could reduce the cost of annual maintenance and repairs. This was a time-intensive process for staff, which required reviewing asset inventories, finding available data on asset condition and performance, and projecting work for a six-year period.

Overall, 47 project requests were submitted, totaling approximately \$26.49 million across all funding sources, including local tax levy, enterprise funds, and potentially non-local sources, such as the American Rescue Plan Act (ARPA) funding.

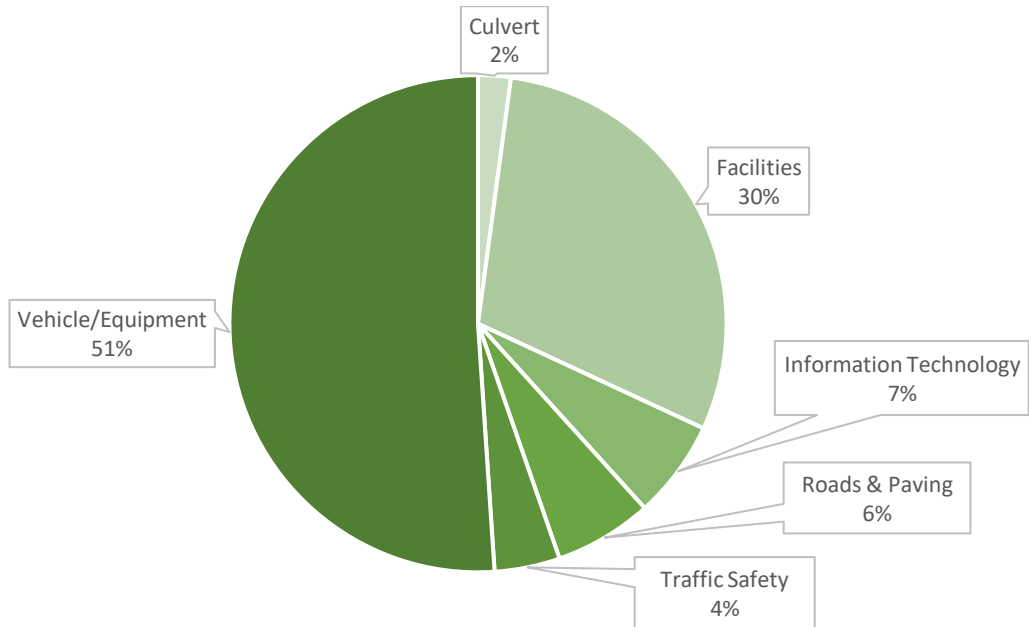
The table below shows all projects submitted by department. Administration & Finance accounted for the greatest proportion of total project costs at approximately 53%, or \$14 million, for the proposed Newbury Town Hall Project.

Original Project Submissions by Department

Department	Project Count	Total Project Cost	% of Total Cost
Administration & Finance	1	\$14,000,000	52.85%
Conservation	1	\$900,000	3.40%
Council on Aging	1	\$150,000	0.57%
Fire	6	\$1,570,000	5.93%
Information Technology	3	\$344,000	1.29%
Police	14	\$733,000	2.77%
Public Works	20	\$8,777,480	33.13%
Recreation	1	\$16,600	0.06%



Project Count by Asset Type

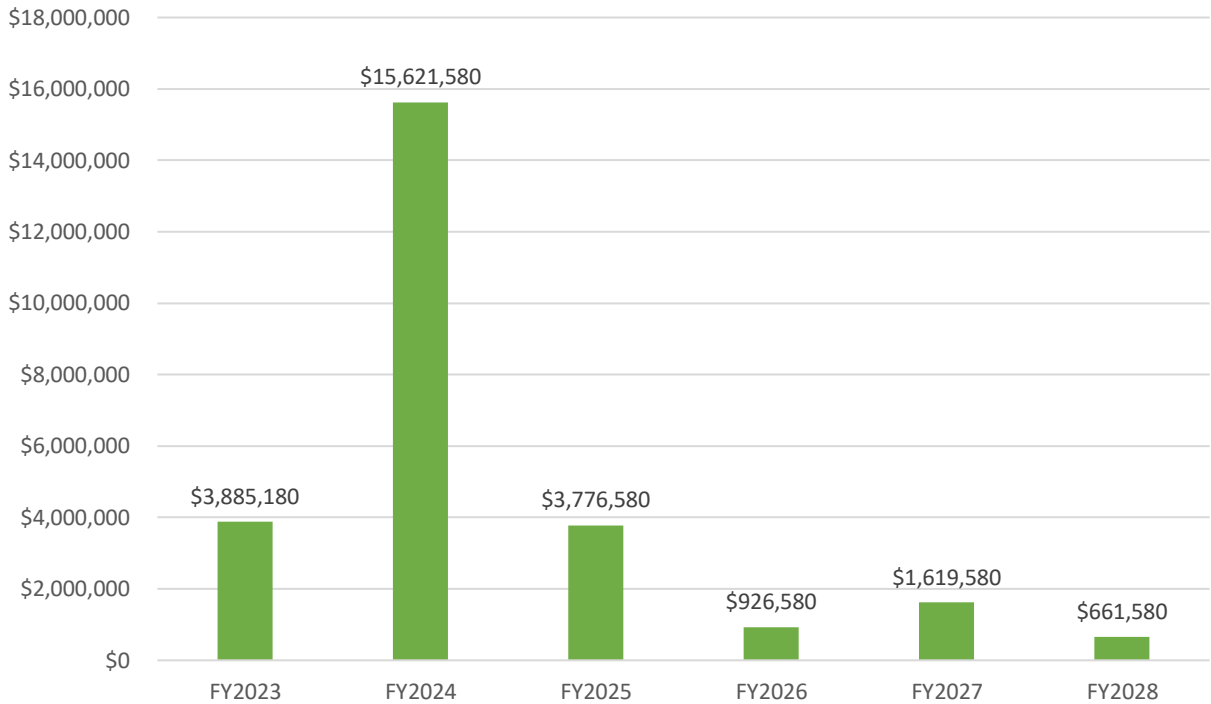


Original Project Submissions by Asset Type

Asset Type	Project Count	Total Project Cost	% of Total Cost
Culvert	1	\$750,000	2.83%
Facilities	14	\$18,807,600	71.00%
Information Technology	3	\$344,000	1.29%
Roads & Paving	3	\$3,252,480	12.28%
Traffic Safety	2	\$22,000	0.08%
Vehicles/Equipment	24	\$3,315,000	12.52%

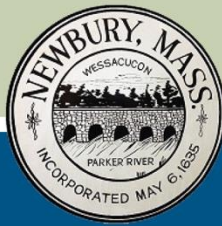


Project Count by Fiscal Year



There are 8 projects involving local money that were \$500,000 or more:

- 1) Newbury Town Hall Project for \$14 million;
- 2) Annual Road Improvement Program for \$3.1 million;
- 3) Replacement of the Newbury School HVAC System for \$2 million;
- 4) Removal of Larkin Dam for \$900,000;
- 5) Replacement of Orchard Street Culvert for \$750,000;
- 6) Replacement of the Town Library Roof for \$650,000;
- 7) Repair Newbury Elementary Roof for \$600,000; and
- 8) Replacement of Engine 1 for \$600,000.



Capital Investment Strategy



Capital Investment Strategy

The Project Team worked with the Town Administrator and financial management team to gather information about the Town's existing debt profile, authorized and unissued debt, capital leases, stabilization and any special funds, and revenue and expenditures forecasts. After documenting General Fund spending over a three-year historical period, the Project Team compared capital spending to net budget. Net budget is defined as the total amount raised on the tax rate recapitulation sheet less any excluded debt or capital exclusions, enterprise funds, and available funds. Available funds are deducted under the rationale that these are typically dedicated reserves such as state and federal grants that can vary from year to year. The goal is to measure General Fund capital spending as a percent of recurring General Fund revenues to ensure that an appropriate share of recurring General Fund revenues is reinvested through the capital improvement plan.

As the table below shows, the Town of Newbury invested an average of 2.63% of per year revenue for capital improvements during the period FY2020 through FY2022 using non-excluded financial resources, including non-excluded debt, Free Cash, and operating budget/tax levy. Over the three-year period, the Town had increased its investment from Free Cash in FY2020 and FY2021 before increasing its investment from the operating budget and non-exempt debt service in FY2022.

Existing Capital Investment	Budgeted FY2020	Budgeted FY2021	Budgeted FY2022
Existing Non-Exempt Debt Service	-	-	84,031
Capital - Police Operating Budget	40,000	42,000	43,250
Capital - Fire Operating Budget	237,400	236,907	244,014
Capital - DPW Operating Budget	40,000	49,157	50,632
Capital - Stabilization Fund	122,235	158,600	*168,445
Capital - Free Cash	108,000	132,400	-
Existing Capital Investment	547,635	619,064	590,372

*Exc. \$1 mil for Town Hall

Capital Investment as % PY Revenue	2.51%	2.82%	2.57%
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The Project Team, working collaboratively with the Town Administrator and financial management team, utilized the Town's financial management policies relating to the projection of funds available for the CIP. Resources can be reallocated amongst the three sources as needed without increasing the budgetary impact to the General Fund. The table on the following page calculates the amount of General Fund resources available at these target levels.



Summary Financial Plans Projections

	Projected FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028
Existing Capital Investment						
Existing Non-Exempt Debt Service	84,625	82,875	81,125	84,250	85,125	82,875
Total Existing	84,625	82,875	81,125	84,250	85,125	82,875

New Capital Investment Funds from Financial Policies for CIP Plan						
Operating Budget	354,791	372,530	391,157	410,715	431,250	452,813
Stabilization Fund	171,814	175,250	178,755	182,330	185,977	189,696
Free Cash	315,000	330,750	347,288	364,652	382,884	402,029
Total New Funding Projection	841,605	878,531	917,200	957,697	1,000,112	1,044,538
Grand Total New Funding (FY23-FY28)	5,639,681					

Total Existing & New Capital Funding	926,230	961,406	998,325	1,041,947	1,085,237	1,127,413
Revenue Projection (less Enterprise Funds)	24,135,346	25,342,114	26,609,219	27,939,680	29,336,664	30,803,497
Capital Investment as % PY Revenue	3.84%	3.79%	3.75%	3.73%	3.70%	3.66%

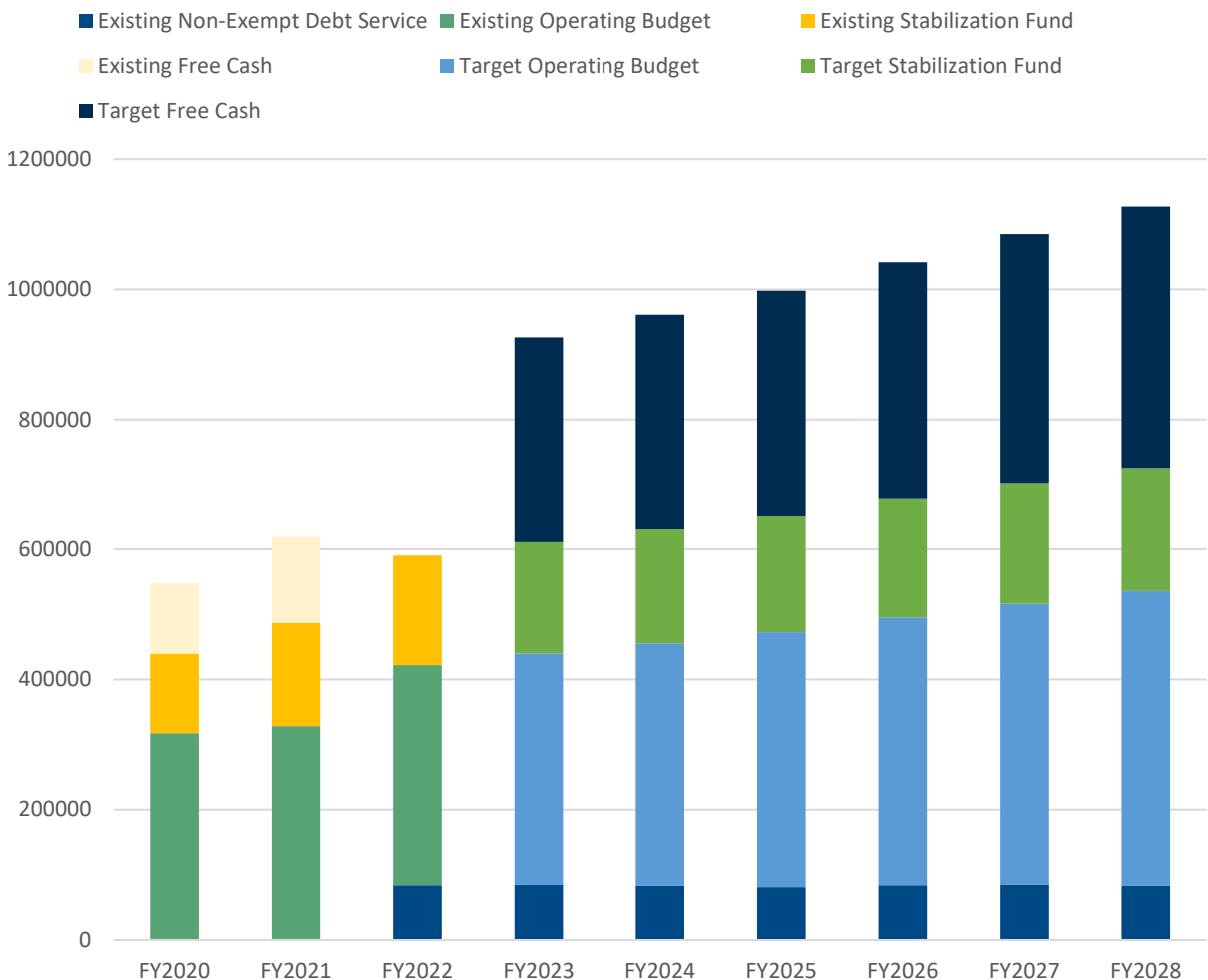
Newbury FY23-28 Capital Budget by Funding Source						
Operating Budget – PayGo	292,000	292,000	292,000	292,000	336,000	292,000
Operating Budget – Fire Lease	-	-	54,948	54,948	54,948	124,356
Stabilization Fund	408,000	320,000	320,000	125,000	152,000	100,000
Free Cash	*	565,000	1,170,000	240,000	262,000	-
Budget Needs by Source	700,000	1,177,000	1,836,948	711,948	804,948	516,356
Grand Total Budget Needs (FY23-FY28)	5,747,200					
*Excludes \$2,500,000 from Free Cash for Town Hall project						



Capital Investment Strategy

The chart below summarizes the proposed target capital investment strategy. The strategy as developed pegs growth in capital investment to growth in the net operating budget and balances investment resources across the three main categories of GF operating budget/tax levy, Free Cash, and Stabilization Fund. In this way, the strategy spreads risk in the event that any one source becomes unavailable.

Existing & Proposed Capital Investment





There are many ways to finance municipal capital improvement projects. Some of the most common methods are:

Local Resources

- **Municipal Indebtedness:** The most commonly used method of financing large capital projects is general obligation bonds (also known as “GO Bonds”). They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. Funding sources used to pay back the debt can include:
 - **Bonds funded within the tax limits of Proposition 2 ½:** Debt service for these bonds must be paid within the tax levy limitations of Proposition 2 ½. Funds used for this debt must be carefully planned in order to not negatively impact the annual operating budget.
 - **Bonds funded outside the tax limits of Proposition 2½:** Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications.*
- **Capital Outlay / Pay as You Go:** Pay as You Go capital projects are funded with current revenues (typically tax levy or Free Cash) and unexpended balances in previously approved projects. The entire cost is paid off within one year so no borrowing takes place. A project funded with current revenues will cost less than if it were funded by general obligation bonds because there are no interest costs. However, funds to be used for this purpose must also be carefully planned in order to not negatively impact the annual operating budget. For this reason, Pay as You Go capital projects are typically lower in value than projects funded by borrowing.

Free Cash: Represents the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended Free Cash from the previous year, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as Free Cash. The calculation of Free Cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free Cash is not available for appropriation until certified by the State Director of Accounts.

*A debt exclusion is different from a property tax override in that a debt exclusion is only in place until the incurred debt has been paid off. An override becomes a permanent part of the levy limit base.



- **Capital Outlay / Expenditure Exclusion:** Expenditure Exclusion projects are comparable to Pay as You Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay expenditures may be authorized for any municipal purpose for which the town would be authorized to borrow money.
- **Capital Stabilization Fund:** Local officials can set aside money in a Stabilization Fund – outside of the General Fund - to pay for all or a portion of future capital projects. A majority vote of Town Meeting is required to appropriate money into the fund and a 2/3 vote to appropriate money out of this fund.
- **Sale of Surplus Real Property:** Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds “may be used for any purpose or purposes for which the town, city, or district is authorized to incur debt for a period of five years or more...except that the proceeds of a sale in excess of five hundred dollars of any park land by a town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land” (MGL Chapter 44, Section 63).
- **Special Purpose Funds:** Communities also have established numerous “Special Purpose Accounts” for which the use is restricted for a specific purpose, including investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance funds, recreation funds, the sale of cemetery lots, and off-street parking fees accounts.

Federal, State, & Private Grants/Loans

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from “Friends of...” groups for local libraries or councils on aging. However, the Commonwealth provides the most opportunities for funding through various programs.



Key State funding sources for the Town of Newbury include:

- **Massachusetts Chapter 90 Roadway Funds:** Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles is the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.
- **Massachusetts School Building Authority (MSBA):** The MSBA provides funding for school repair and construction via a series of programs. In the School Building Program, projects must be accepted into the process in response to the submission of a Statement of Interest (SOI) which identifies a facility problem to be solved. Subsequently, the community must appropriate funding for schematic design and later for construction before the MSBA will commit to its share of the project. If accepted, the MSBA determines the amount of reimbursement it will offer based upon community need, with a minimum base rate of 31%. The percent of reimbursement can then be increased based upon three factors: community income, community property wealth, and community poverty. Through the Accelerated Repair Program, the MSBA will fund roof, window, and boiler projects with an expected 18-month completion date. Funding can be provided for multiple projects in a single district in a year. The Major Repairs Program includes roofs, windows, and boilers, but can also include other significant building renovations. Districts are limited to one project per year under the Major Repair Program, but work can be more substantial than under the Accelerated Repair Program.
- **State Revolving Fund (SRF) Loan Program:** The State Revolving Fund (SRF) offers affordable loan options to cities and towns to improve water supply infrastructure and drinking water safety; and to help them to comply with federal and state water quality requirements that deal with wastewater treatment plants and collection systems, while addressing issues such as watershed management priorities, stormwater management, and green infrastructure. Additionally, the SRF supplies financial assistance to address communities with septic system problems.
- **MassDOT Transportation Improvement Program (TIP):** MassDOT along with other State agencies and in collaboration with the regional Metropolitan Planning Organizations (MPOs) develops the TIP in order to address each region's highway and transit needs and allocate available Federal highway and transit financial resources. Newbury is a member of the Merrimack Valley Planning Commission, and important capital projects positively impacting the Town could be funded through the TIP process.



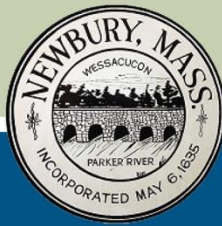
- **MassWorks Infrastructure Program:** This is a competitive grant program through the Executive Office of Housing and Economic Development that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns.
- **MassDOT Municipal Small Bridge Program:** A State program that targets municipality-owned bridges with spans between 10-20 feet. The program was funded with \$50 million total for FY2017-FY2021, and each municipality may receive up to \$500,000 annually. The program may or may not continue after FY2021. This program may cover preservation activities or replacement.
- **Municipal Vulnerability Preparedness (MVP) Program:** This program from the Executive Office of Energy and Environmental Affairs (EEA) supports municipalities as they plan for and implement climate resiliency projects. Grants are available to assess vulnerabilities and create action plans. Once that step is complete, municipalities can seek additional grant money annually for implementation of capital and other projects.
- **Community Compact IT grant program:** Through the Community Compact Cabinet, this program offers grants of up to \$200,000 for “one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible.”
- **Green Communities Division grants:** The Department of Energy Resources provides grants through its Green Communities Division intended to reduce energy use through clean energy projects, including vehicle/equipment, building, and school facilities projects. For example, projects may include HVAC upgrades, solar, energy audits, idle reduction technology, lighting retrofits, window/door weatherization, hybrid/electric vehicles, and vehicle charging stations, to name a few.



Debt Exclusions

The Town of Newbury has both excluded (also known as exempt) debt and non-excluded debt. Typically, debt exclusions have been used for major building construction projects (notably the buildout of the new police station), as can be seen in the table below. The FY2023 – FY2028 CIP does propose three additional debt exclusions: Newbury’s Town Hall Project, the replacement of the Newbury Library roof, and the replacement of Newbury Elementary School’s HVAC system.

Vote Date	Description	Department	Vote
11/8/2016	Design and Buildout of New Police Station	Police	Approved



FY2023 – FY2028 Capital Improvement Plan



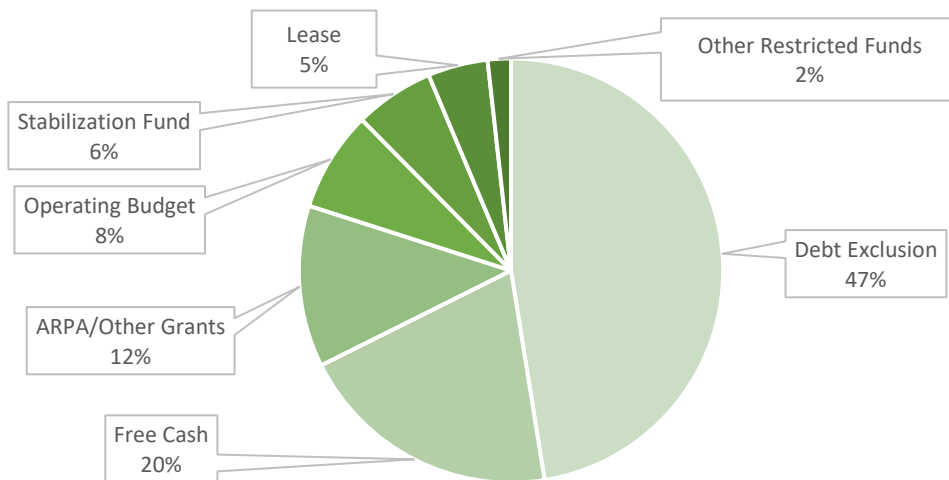
FY2023 – FY2028 CIP Project Plan

The Town of Newbury’s FY2023 – FY2028 proposed capital improvement plan includes 47 projects costing approximately \$23.49 million and funded through a variety of sources, including General Fund tax levy, Enterprise Fund revenues and other non-local sources such as American Rescue Plan Act (ARPA) funding and state grants. These capital investments will allow the Town to maintain and improve its capital assets, which represent millions of dollars of taxpayer investment.

Note: A full project listing for the FY2023 – FY2028 CIP can be found in subsequent sections. This section provides an overview of the projects planned and details the financial components of the plan.

Overall, the CIP calls for approximately \$23.49 million in resources from the General Fund, from the operating budget, Free Cash, Stabilization Fund, ARPA and other grants, leases, other restricted funds, and new debt service. The plan includes \$11.15 million in debt financing and over \$4.7 million in Free Cash. Other sources include approximately \$2.8 million in ARPA and other grant funding, including \$900,000 for the removal of Larkin Dam and \$200,000 for the renovation of the Plum Island bathroom facility, as well as about \$1.6 million in presumed Chapter 90 funds over the six-year period. It is anticipated that additional grant opportunities will be identified over time. The single notable difference between the Capital Needs Assessment and the proposed FY2023 – FY2028 CIP Project Plan is the financing of the Newbury Town Hall Project, which will include \$8.5 million from a debt exclusion override as opposed to the initial \$11.5 million projected in the Capital Needs Assessment.

FY2023 – FY2028 CIP by Funding Source





Projects are spread across different functional units of Town government, with many projects falling under Public Works and Police. In terms of cost, approximately 47% of the total cost of the CIP falls under Administration & Finance due entirely to the proposed Newbury Town Hall Project, which is proposed to be funded with approximately 77% debt financing and approximately 23% Free Cash.

Department	Project Count	Total Project Cost	% of Total Cost
Administration & Finance	1	\$11,000,000	46.83%
Conservation	1	\$900,000	3.83%
Council on Aging	1	\$150,000	0.64%
Fire	6	\$1,570,000	6.68%
Information Technology	3	\$344,000	1.46%
Police	14	\$733,000	3.12%
Public Works	20	\$8,777,480	37.37%
Recreation	1	\$16,600	0.07%
Total	47	\$23,491,080	100.00%

In terms of asset type, the majority of project costs come from proposed facilities-related projects. These types of projects account for nearly three out of four CIP dollars, and include proposed Newbury Town Hall Project, various roofing and HVAC improvements in the Town Library and Newbury Elementary School, and improvements to the Plum Island bathroom facility.

Asset Type	Project Count	Total Project Cost	% of Total Cost
Culvert	1	\$750,000	3.19%
Facilities	14	\$15,807,600	67.29%
Information Technology	3	\$344,000	1.46%
Roads & Paving	3	\$3,252,480	13.85%
Traffic Safety	2	\$22,000	0.09%
Vehicles/Equipment	24	\$3,315,000	14.11%
Total	47	\$23,491,080	100.00%



FY2023 – FY2028 CIP: Years 1 – 6

	Projected FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028
Existing Capital Investment						
Existing Non-Exempt Debt Service	84,625	82,875	81,125	84,250	85,125	82,875
Total Existing	84,625	82,875	81,125	84,250	85,125	82,875
Existing Town Exempt Debt Service						
Existing Town Exempt Debt Service	393,919	308,844	311,594	311,294	308,194	307,644
Total Existing Capital Investment	393,919	308,844	311,594	311,294	308,194	307,644
New Capital Investment						
Operating Budget	354,791	372,530	391,157	410,715	431,250	452,813
Stabilization Fund	171,814	175,250	178,755	182,330	185,977	189,696
Free Cash	315,000	330,750	347,288	364,652	382,884	402,029
Total New Capital Investment	841,605	878,531	917,200	957,697	1,000,112	1,044,538
Total Existing & New Capital Investment	926,230	961,406	998,325	1,041,947	1,085,237	1,127,413
Revenue Projection (less Enterprise Funds)	24,135,346	25,342,114	26,609,219	27,939,680	29,336,664	30,803,497
Capital Investment as % PY Revenue	3.84%	3.79%	3.75%	3.73%	3.70%	3.66%
Target Investment Level						
Operating Budget – PayGo	292,000	292,000	292,000	292,000	336,000	292,000
Operating Budget – Fire Lease	-	-	54,948	54,948	54,948	124,356
Stabilization Fund	408,000	320,000	320,000	125,000	152,000	100,000
Free Cash	-	565,000	1,170,000	240,000	262,000	-
Total Target Investment Level	700,000	1,177,000	1,836,948	711,948	804,948	516,356



FY2023 Proposed Capital Budget

The following tables summarize the projects proposed for the upcoming fiscal year by department and by funding source, including projects funded entirely by grants or other non-local sources.

Project Title	FY2023	Source
Administration & Finance		
Newbury Town Hall Project	\$2,500,000	Free Cash
Fire		
Replacement of Command Vehicle	55,000	ARPA
Cardiac Monitor Replacement	40,000	Ambulance Enterprise Fund
Information Technology		
Computer Replacement	\$12,000	ARPA
Server Refresh	\$20,000	ARPA
Police		
Admin Cruiser Replacement	\$42,000	ARPA
Police Record/Squad Room Construction	\$45,000	Stabilization Fund
Flashing Crosswalk	\$10,000	Stabilization Fund
Solar Powered Speed Displays	\$12,000	Stabilization Fund
Shellfish Constable Vehicle	\$30,000	ARPA
Cruiser Replacement	\$42,000	Operating Budget



Project Title	FY2023	Source
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Public Works		
Replace Sterling Six Wheel Dump Truck	\$241,000	Stabilization Fund
Repair Newbury Elementary Roof	\$100,000	Stabilization Fund
Plum Island Bathroom Facility	\$200,000	ARPA
Annual Road Improvement Program	\$519,580	Chapter 90; Operating Budget

Recreation		
Upgrade Pearson Field	\$16,600	ARPA



FY2024 – FY2028 Years 2 – 6

Project Title	FY2024	FY2025	FY2026	FY2027	FY2028	Source
Administration & Finance						
Newbury Town Hall Project	\$8,500,000					Debt Exclusion

Council on Aging						
COA Van	\$150,000					Free Cash

Conservation						
Remove Larkin Dam	\$200,000	\$700,000				ARPA/ Grants

Fire						
Replacement of Fire Apparatus	\$475,000					Lease
Replacement of Ambulance		\$375,000				Other Rest. Funds
Replacement of Apparatus Floor			\$25,000			Stabil. Fund
Replacement of Engine 1				\$600,000		Lease

Information Technology						
Town Fiber Optic Network		\$300,000				Free Cash

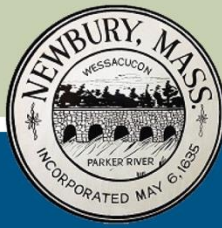


Project Title	FY2024	FY2025	FY2026	FY2027	FY2028	Source
Police						
Animal Control Vehicle	\$25,000					Stabil. Fund
Cruiser Carport Construction	\$30,000					Free Cash
Harbormaster Office Construction		\$120,000				Free Cash
Mobile Command Post		\$16,000				Stabil. Fund
Admin Police Vehicle Replacement				\$37,000		Stabil. Fund
Polaris ATV Patrol Vehicle		\$22,000				Stabil. Fund
Unmarked Investigations Vehicle		\$36,000				Stabil. Fund
Argo ATV Tracked Response		\$56,000				Stabil. Fund
Cruiser Replacement	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	Oper. Budget

Public Works						
Replace Chevy One Ton Dump Truck	\$54,000					Stabil. Fund
Wheeled Excavator Replacement	\$170,000					Free Cash
Replacement Six Wheel Dump Truck			\$240,000			Free Cash
Elgin Sweeper Replacement				\$250,000		Free Cash



Project Title	FY2024	FY2025	FY2026	FY2027	FY2028	Source
Public Works						
Replacement - 2007 Ford F250 Pick Up Truck				\$44,000		Oper. Budget
Replace John Deere Lawn Mower		\$15,000				Stabil. Fund
Replace Ferris Lawn Mower				\$15,000		Stabil. Fund
Replace 1998 Morbark Wood Chipper		\$75,000				Stabil. Fund
Repair Newbury Elementary Roof	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Stabil. Fund
Repave Parking Lot at Newbury Elementary	\$60,000					Stabil. Fund
Paving Newbury Boat Ramp	\$75,000					Free Cash
Replace Roof at Town Library		\$650,000				Debt Exclusion
Recarpet at Town Library	\$45,000					Stabil. Fund
Repaint Town Library	\$36,000					Stabil. Fund
Replace HVAC System at Town Library	\$140,000					Free Cash
Replace Orchard Street Culvert		\$750,000				Free Cash
Newbury Elementary School HVAC Replacement	\$2,000,000					Debt Exclusion
Annual Road Improvement Program	\$519,580	\$519,580	\$519,580	\$519,580	\$519,580	Chapter 90; Oper. Budget



Appendices



Appendix A: Capital Project Requests

Capital Project Request Form Directions

Complete one form for each project. Start on the Project 1 tab, then 2, etc...if you need more tabs, insert additional tabs by right clicking on tab, select "move or copy" and check "create a copy" box. Rename tab for each project by right clicking on tab and enter short title.

Fields:

Contact Person/Request Form: Add the name of the contact or person making the capital request in this field.

Department: Add the name of the relevant department making the capital request.

Phone: Add the phone number of the relevant contact.

Email: Add the relevant email address for the contact.

Project Name: Add the name of the project in this field. Use an action verb (Build, Replace, Repair, Construct, Clean, etc.) as the first word in the title of the project name.

Project Location: List the location of the project here. Use the exact street address when possible.

Dept Priority (1-5): List the level of priority for this project. Please rank each project not in terms of importance in relation to each other (for example, you can have five projects that are all equally as important as the other). 5 is of the highest importance, whereas 1 is of the lowest importance.

Project Description: Describe the project in no more than three sentences. Outline what the project will entail, ideally in the various phases (design/build/etc.). If there are existing reports, plans, etc, please submit separately or identify available document.

Project Justification: Describe in this field why the project is necessary in no more than three sentences. If a project ties to a strategic plan of the Town, be sure to note it here!

Combine w/Other Projects? Which Ones? Can this project be paired with one or more other ongoing projects? Please list any that may be paired with this capital request in this field.

Date Asset Was Built or Purchased: List in this field when the initial asset was first built or purchased, or how old the asset is currently.

Useful Life (in Years): What is the useful life of the capital asset being requested? Please list here.

Amount Requested by FY: Enter the amount request based on the fiscal year.

Source of Funding: What is the source of funding? General Fund? Enterprise Fund? CPA? Grants? Other Sources? Please add this here.

Source of Cost Estimate: Please list the source of the cost estimate in the section below based on the fiscal year. Attached quote or architect estimate if available

\$ Impact on Operating Revenues or Expenses: What is the impact on operating expenses or revenues? Please list below by fiscal year.

Building Construction/Renovation Section: Potential Costs are broken out in several categories: in the following cells, list each aspect of the cost of the project by year. If there are no costs associated with the project in a given category or year, leave the field blank. Fields include ROW/Land Easement, Design/Engineering, Construction, and Equipment/Furn.


Insert Photo Here: Insert any photos or logos that may be relevant to the capital request here. In order to insert a photo into an excel field, go to Insert tab > Illustrations insert > Pictures icon and select the relevant photo or logo.

Other Comments/Discussion: Any other information that might be relevant to the project but cannot fit in the fields above? Please enter it here.



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		Tracy Blais			
Department:		Administration & Finance			
Phone:		978.465.0862 x301			
Email:		administrator@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Newbury Town Hall Project		25 High Road		5.00	
Project Description: Build/Renovate Town Hall at 25 High Road					
Project Justification: The existing Town Hall has been too small to accommodate town functions for more than 15 years requiring 5 external office trailers and ultimately a move to leased office space.					
Combine w/Other Projects? Which Ones? Council on Aging considered			Date Asset was Built or Purchased? unknown		Useful Life (in Years)
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	2,500,000	Free Cash		Context Architects	\$50,000 (utilities)
FY2024	11,500,000	Debt Exclusion Override		Context Architects	\$50,000 (utilities)
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here 			Insert Photo Here		
Other Comments/Discussion: Financing will include a combination of a debt exclusion override and use of Free Cash.					



TOWN OF NEWBURY CAPITAL REQUEST FORM






Contact Person/Requested By:		Cindy Currier			
Department:		Council on Aging			
Phone:		978-462-8114			
Email:		coa.director@townofnewbury.org			
Project Name COA van		Project Location COA		Dept Priority 1-5 (5 = Highest) 5	
Project Description: Replace the 2016 Council on Aging van with a 2023 model.					
Project Justification: In addition to the normal wear and tear on a town vehicle, this new model addresses accessibility with a lower chassis and ramp, allowing for ease of entry: in lieu of stairs for ambulatory passengers and a lift for those who need to use a wheelchair, a ramp allows all passengers to enter the vehicle with ease and dignity.					
Combine w/Other Projects? Which Ones? No			Date Asset was Built or Purchased? 2016		Useful Life (in Years) 6
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$150,000.00	Free Cash & Grant Proceeds	Vendor		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here 			Insert Photo Here		
Other Comments/Discussion:					





TOWN OF NEWBURY CAPITAL REQUEST FORM





Contact Person/Requested By:		Samantha Holt			
Department:		Conservation			
Phone:		978.465.0862 x310			
Email:		conscom@townofnewbury.org			
Project Name Larkin Dam Removal		Project Location Larkin Rd		Dept Priority 1-5 (5 = Highest) 5	
Project Description: The Town is seeking to remove the Larkin Road Dam on the Parker River					
Project Justification: This has been designated as a priority project by the Department of Fish and Game Division of Ecological Restoration					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	900,000	ARPA/Grants	Engineering Firm		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023		200,000	700,000		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
			Insert Photo Here		
Other Comments/Discussion:					

Contact Person/Requested By:		Chief Doug Janvrin			
Department:		Fire Department			
Phone:		(978) 462-2282 X275			
Email:		firechief@townofnewbury.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replace Fire Apparatus		3 Morgan Ave, Newbury		4.00	
Project Description:					
Replacement of Engine 9 and replace with a multi purpose piece of fire apparatus.					
Project Justification:					
Engine 9 to be replaced due to it's age. Replacement apparatus to be utilized as a multu functional fire apparatus. Short wheel base, high ground clearance and all wheel drive. This will enable maneuverability on Plum Island, high water operation and forestry firefighting. This would be a commercial chassis.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or		Useful Life (in Years)
Yes, replacement of a forestry fire apparatus			1995		15 years
Amount Requested by FY		Source of Funding		Source of Cost	\$ Impact on
FY2023	\$ 475,000	Lease	Estimate from Supp.	unknown	
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
					
Other Comments/Discussion:					
Consultants fleet assessment recommended a short wheel base truck for Plum Island and the forestry truck being removed from service. The type of apparatus would accomplish complying with those recommendations. A commercial cab and chassis would help in keeping the costs down for this project.					

Contact Person/Requested By:		Chief Doug Janvrin			
Department:		Fire Department			
Phone:		(978) 462-2282 X275			
Email:		firechief@townofnewbury.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replacement of the Command Vehicle		Town Wide		4.00	
Project Description:					
Replacement of the Fire Department Command Vehicle.					
Project Justification:					
The fire department command vehicle is current 10 years old. / 86K miles. This vehicle is starting to require additional maintenance due to its condition. This vehicle is used as a command post for incidents.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or		Useful Life (in Years)
Not applicable			2012		10 to 12 years
Amount Requested by FY		Source of Funding		Source of Cost	\$ Impact on
FY2023	\$ 55,000	ARPA Funding		Verbal Quote	
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
		Insert Photo Here			
Other Comments/Discussion:					
The vehicle is beginning to have rust and electrical issues which will require increased maintenance in the future.					


Contact Person/Requested By:		Chief Doug Janvrin			
Department:		Fire Department			
Phone:		(978) 462-2282 X275			
Email:		firechief@townofnewbury.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Ambulance Replace		3 Morgan Ave		5.00	
Project Description:					
Replacement of Ambulance 2, 2003 model year					
Project Justification:					
Ambulances are required to be in high operational condition in order to pass the annual state Ambulance inspection. Due to it's age, it will need to be retired in the next few years. Purchasing a new ambulance will allow the 2014 be placed into reserve status. We are required to have 1 reserve ambulance.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or		Useful Life (in Years)
None			2003		20 years (based on condition)
Amount Requested by FY		Source of Funding		Source of Cost	\$ Impact on
FY2023	375,000	Ambulance Enterprise account	Estimated cost		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					-
			Insert Photo Here		
Other Comments/Discussion:					
Ambulances are inspected annually by the state. The current A2 is approaching its life expectancy. The plan would is to replace A2 and move A3 to reserve / spare status. The state requires the department to have a spare ambulance. This estimate should allow us to purchase a fully equipped ambulance. Concern is if this purchase is pushed off, the 2014 will not be suitable as a spare and we will be forced to purchase 2 in a short time frame. Cost estimate is based on current market conditions / most recent acquisition of Ambulance 4					


Contact Person/Requested By:		Chief Doug Janvrin			
Department:		Fire Department			
Phone:		(978) 462-2282 X275			
Email:		firechief@townofnewbury.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Morgan Ave Station Apparatus Floor		3 Morgan Ave		3.00	
Project Description:					
Remove and replace the apparatus floor at the Morgan Ave. Fire Station					
Project Justification:					
When constructed, the apparatus floors were installed with excessive pitch. Due to this pitch, this is causing excessive strain on the apparatus frames. In addition, the floor is cracking and breaking up due to the weight of the apparatus. Previous repair attempts have failed.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or		Useful Life (in Years)
Building renovations			1973		
Amount Requested by FY		Source of Funding		Source of Cost	\$ Impact on
FY2023	\$ 25,000	Stabilization Funds	DPW / Facilities Dir.	Unknown	
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023			\$ 25,000		-
FY2024					-
FY2025					-
FY2026					25,000
FY2027					-
FY2028					-
					
Other Comments/Discussion:					
Due to the floor pitch, this is putting excessive rotational stress of constant flexing of the fire apparatus.. Previous repair attempts have failed and the surface is cracking / lifting.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		Chief Doug Janvrin			
Department:		Fire Department			
Phone:		(978) 462-2282 X275			
Email:		firechief@townofnewbury.org			
Project Name		Project Location		Dept. Priority 1-5 (5 = Highest)	
Replacement of Engine 1		44 Central Street		4.00	
Project Description: Replacement of Engine 1					
Project Justification: in FY 2027, Engine 1 will be 20 years old. The consultants report recommend this engine be placed in reserve status in 2021 (it has been) and removed from service in 2027.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
None			2007		20.00
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	600,000	Lease	Supplier Estimate	unknown	
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
			Insert Photo Here		
Other Comments/Discussion: The estimated is cost is just an estimate. Pricing is constantly fluctuating and the availability of materials for construction are unpredictable. Currently we would be enable to estimate the impact on operating expenses or revenues. The current environment is unstable as far as finances / terms and source of funding.					

Contact Person/Requested By:		Chief Doug Janvrin			
Department:		Fire Department			
Phone:		(978) 462-2282 X275			
Email:		firechief@townofnewbury.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Cardiac Monitor Replacement		Newbury Advanced Life Support Ambulance (ALS/Medic)		5.00	
Project Description: Replacement of the Fire Department outdated Cardiac Monitor / Defib.					
Project Justification: The current Cardiac monitor is outdated no longer supported by the manufacturer. In the event of equipment failure, the monitor will have to be taken out of service. Currently this is the only monitor that we have and if it were to fail, we would no longer be able to operate at the ALS level.					
Combine w/Other Projects? Which Ones? Not applicable			Date Asset was Built or 2012		Useful Life (in Years) Approximately 10 years
Amount Requested by FY		Source of Funding		Source of Cost	\$ Impact on
FY2023	\$ 40,000	Ambulance Enterprise Account	Quoate # 10445452		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
			Insert Photo Here		
Other Comments/Discussion: In order to provide the highest level of emergency medical services, Advanced Life Support (ALS), this is a critical piece of required equipment. In the event of a failure, the manufacturer no longer manufactures replacement parts.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		Matthew Cooper			
Department:		Information technology			
Phone:		978-465-0862 x311			
Email:		technology@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Computer Replacement		Town Hall / FD / Library / COA		3.00	
Project Description:					
Replace aging/unsupportable systems with current hardware and operating systems					
Project Justification:					
older systems significantly increase the likelihood of lost work as a result of physical failure or exploit of deprecated systems no longer receiving security updates.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
Unknown			7+ years ago		4 Years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	12,000	ARPA		vendor	
FY2024					
FY2025					
FY2026					
FY2027	12,000	Free Cash			
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
Older desktop systems need to be updated every few years to ensure that systems remain under warranty and can be repaired/replaced in a cost-effective manner for the Town. Where older computers are more prone to security vulnerabilities, new computers keep code bases that are more resilient to evolving security threats.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		Matthew Cooper			
Department:		Information Technology			
Phone:		978-465-0862 x311			
Email:		technology@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Server Refresh		Town hall/ Fire / CoA / Library		2.00	
Project Description:					
Periodic refresh of mission-critical server resources for town government operations					
Project Justification:					
Server hardware and software must remain reasonably current in order to maintain security and reliability.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
Unknown					5.00
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	20,000	ARPA	vendor		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
It is important to keep mission-critical systems with warranty to ensure rapid and coist effective repairs in the eevent one of them breaks. Older assets will be repurposed as backup/recovery system to be put into active service in the event of unforeseen catastrophe (fire/flood/other) to minimize the cost of a disaster recovery solution.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		Matthew Cooper			
Department:		Information Technology			
Phone:		978-465-0862 x311			
Email:		technology@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Town Fiber Optic Network		All buildings		2.00	
Project Description:					
A closed(private) fiber optic network that connects all town government building and allows fast, secure connectivity between administrative and public safety operations					
Project Justification:					
A fast, secure network between Town building allow public safety operations increased ability to assess issues at town building and allows town administrative operations the ability to have a disaster recovery option should one or more buildings become inaccessible/comprimised.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
Unknown at this time.					10-15 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	300,000	Free Cash	vendor		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
A town-wide fiber network would create a fast, closed, and secure connection between all Town buildings that could be used for multiple purposes simultaneously. The fiber-optic technology has long usable life, with many cases running in excess of 15 years before any upgrades are even considered.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police Department			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Admin Cruiser		7 Morgan Ave. (Police Station)		3	
Project Description: Replacement of 2015 Admin Cruiser w/ 75K miles.					
Project Justification: Life expectancy of this asset is 5-7 years. Significant repair and maintenance costs are expected to be incurred if not replaced. Body starting to rust from age.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2015 (7 years)		5-7
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$42,000.00	Municipal Op. Budget	Purchasing Contract		\$1,500.00
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion: This would include the transfer and/or upgrade of emergency equipment.					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police Department			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Record/Squad Room		7 Morgan Ave. (Police Station)		4	
Project Description:					
Buildout of secure records archive room and squad room to be located on third floor.					
Project Justification:					
Records room is required to store, organize, and secure archived police records and files. The squad room is required to provide quarters for personnel during extended deployments (storms, local emergencies, etc.)					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2020		50-75
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$45,000.00	Construction Appropriation	Contractor Est.		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police Department			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Flashing Crosswalk		PI Cntr, NES crossing		3	
Project Description:					
Deployment of 3 paired , solar powered crosswalk signs.					
Project Justification:					
There is heavy pedestrian traffic on Plum Island that cross PI Blvd and Northern Blvd. These devices would be strategically deployed to assist in safer crossing in these areas.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			New Asset		5-7
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$10,000.00	Municipal Operating Budget			
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					-
 Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police Department			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Solar Powered Speed Displays		TBD		2	
Project Description:					
Purchase of 4 deployable traffic calming RADAR display signs.					
Project Justification:					
There are several areas in Town where speeding is a concern. These devices are intended to dynamically inform motorists of the speed limit and their current speed. Violators react and slow to the appropriate speed.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			New Asset		5-7
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$12,000.00	Municipal Operating Budget	Procurement		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
					
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Animal Control			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Animal Control Vehicle		7 Morgan Ave. (Police Station)		2	
Project Description: Replacement of 2015 Ford Transit van w/ 10K miles.					
Project Justification: Vehicle is used for Animal Control Officer patrol and response. There is very low mileage on the current vehicle, but it has reached its end of life in years.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2015		5-7
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$25,000.00	Stabilization Fund	Purchasing Contract		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion: This asset would require little to no equipment transfer or upgrade.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Shellfish Constable			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Shellfish Constable Vehicle		7 Morgan Ave. (Police Station)		5	
Project Description:					
Replacement of 2009 Ford F250 w/ 100K miles.					
Project Justification:					
The Shellfish Constable vehicle is required for routine patrol and enforcement of Bylaws. The current vehicle is well past end of life. The vehicle's dependability is severely diminished. There are maintenance costs that have been incurred and expected to dramatically increase.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2009		5-7
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$40,000.00	Municipal Operating Budget	Prchasing Contract	\$3,000.00	
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police Department			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Cruiser Carport		7 Morgan Ave. (Police Station)		2	
Project Description: Construction of cruiser carport					
Project Justification: The police cruiser fleet is parked in the open lot at the south end of the building. Protection from the elements will extend the exterior life of the vehicles as well as keep them clean and ready for quick response in snow storms.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2020		50-75
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$30,000.00	Free Cash	Best estimate		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police, Harbormaster			
Department:		Harbormaster			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Harbormaster Office		Town Landing, High Rd.		3	
Project Description:					
Construction of a permanent Harbormaster Office.					
Project Justification:					
Current office is a modular "job-site" office trailer. It is approximately 10 years old. It has no ADA access and is frequently accessed by the public.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			Approx 2013		5-10
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$120,000.00	Free Cash	Best Estimate		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Mobile Command Post		7 Morgan Ave		2	
Project Description: Replacement of 2000 converted cargo trailer.					
Project Justification: This asset is utilized as a command post. It is frequently deployed during major events that span several days. It provides on-scene privacy for Emergency Response Commanders to coordinate response plans. It further					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2000		8-10 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$16,000.00	Stabilization Fund			
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Admin Police Vehicle Replacement		7 Morgan Ave		1	
Project Description:					
Replacement of 2020 admin patrol vehicle					
Project Justification:					
This vehicle is assigned to the Deputy Chief. It is used for patrol and administrative duties. Current vehicle is at expected end of useful life in 2027.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2020		5-7 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023					
FY2024					
FY2025					
FY2026					
FY2027	\$37,000.00	Stabilization Fund			
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Polaris ATV Patrol Vehicle		7 Morgan Ave		4	
Project Description: Replacement of 2015 Polaris Razor ATV inc. outfitting					
Project Justification: This vehicle is depended upon for simultaneously patrolling beach and PI residential areas. It is also used for response to remote (wooded) areas in Town. Current ATV is at expected end of useful life.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2015		8-10 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$22,000.00	Stabilization Fund			
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Unmarked Investigations Vehicle		7 Morgan Ave		3	
Project Description:					
Replacement of 2013 unmarked investigations patrol vehicle.					
Project Justification:					
This vehicle is assigned to the Detective. It is used for patrol, investigations, and administrative duties. It must be unmarked for covert investigations activity. Current vehicle is at expected end of useful life in 2025.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2013		5-7 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$36,000.00	Stabilization Fund			
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Argo ATV Tracked Response		7 Morgan Ave		3	
Project Description: Replacement of 2013 Argo Tracked ATV inc. outfitting.					
Project Justification: This vehicle is depended upon for medical and access response to beach , wooded and snow covered limited access areas. Current ATV is at expected end of useful life.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2013		5-10 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$56,000.00	Stabilization Fund			
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		John R. Lucey Jr., Chief of Police			
Department:		Police			
Phone:		(978) 462-4440 x122			
Email:		j.lucey@newburypolice.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Cruiser Replacement		7 Morgan Ave			
Project Description:					
Project Justification:					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			2013		5-10 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$42,000.00	Operating Budget			
FY2024	\$42,000.00	Operating Budget			
FY2025	\$42,000.00	Operating Budget			
FY2026	\$42,000.00	Operating Budget			
FY2027	\$42,000.00	Operating Budget			
FY2028	\$42,000.00	Operating Budget			
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replace Sterling Six Wheel Dump Truck		Vehicle		4.00	
Project Description:					
Replace Sterling Six Wheel Dump Truck					
Project Justification:					
Mandatory equipment for snow plow operations. Used for halling materials in and out of construction sites, road work, etc.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
NA			October 2007		Fifteen
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	241,000	Free Cash		Written estimate	9,000
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
					
Other Comments/Discussion:					
The truck will have a wing plow, which will eliminate one hired contractor during snow storms. Estimated savings based on reducing the number of hired contractors per snow season. Truck includes, dump body, front plow, wing plow & sander.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replace Chevy One Ton Dump Truck		Vehicle		4.00	
Project Description:					
One Ton Chevy Dump Truck replacement needed for daily use.					
Project Justification:					
Needed for daily operations.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			October 2013		Eight to Ten years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	54,000	Free Cash	Written estimate		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
Daily operations include, but not limited to: rebuild catch basins, road patching, transport of leaf box, chipping box for brush, crack sealing machine, etc. Truck includes dump body and front plow.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Wheeled Excavator		Heavy equipment		4.00	
Project Description:					
Wheeled Excavator					
Project Justification:					
Used for all road repairs, and all road side brush mowing, etc.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			October 2013		Ten
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	170,000	Free Cash	Verbal estimate		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
This is the only piece of equipment we have that does this type of work. If this goes down, we are stuck.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replacement Six Wheel Dump Truck		Vehicle		4.00	
Project Description:					
Replacement of 2009 Freightliner Six Wheel Dump Truck					
Project Justification:					
Mandatory for snow plow operations. Used for halling materials in and out of construction sites, road repairs, etc.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			November 2009		Fifteen
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	240,000	Free Cash	Verbal estimate		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
Truck includes dump body, front plow, wing plow and sander.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Elgin Sweeper Replacement		Vehicle		4.00	
Project Description:					
Project Justification:					
Mandatory for yearly street sweeping and storm water clean up. This is needed regularly for Plum Island sand clean up. Also needed before starting any new road work projects.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			October 2007		Fifteen
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023					
FY2024					
FY2025					
FY2026					
FY2027	250,000	Free Cash	Verbal		-
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replacement - 2007 Ford F250 Pick Up		Vehicle		4.00	
Project Description:					
Project Justification: Required for daily transportation and oversight of all DPW operations.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			Sept. 2007		Eight to Ten Years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023					
FY2024					
FY2025					
FY2026					
FY2027	44,000	Free Cash	Verbal		-
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replacement John Deere Lawn Mower		Small Equipment		4.00	
Project Description:					
Project Justification: Used for mowing all town properties (rec. field, etc.)					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			September 2017		Eight to Ten
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	15,000	Free Cash	Verbal		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replacement Ferris Lawn Mower		Small Equipment		4.00	
Project Description:					
Project Justification:					
Used for mowing of all town property (rec. fields, etc.)					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			August 2019		Eight to Ten
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023					
FY2024					
FY2025					
FY2026					
FY2027	15,000	Free Cash	Verbal		-
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
1998 Morbark Wood Chipper		Small Equipment		4.00	
Project Description:					
Project Justification: Used for chipping of all town tree work.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			1998		Fifteen
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023 FY2024 FY2025 FY2026 FY2027 FY2028	75,000	Free Cash		Verbal	-
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Newbury Elementary Roof		Newbury Elementary		4.00	
Project Description:					
Maintain and repair roof of Newbury Elementary (ongoing project since 2020)					
Project Justification:					
Maintain and repair roof of Newbury Elementary. This process will extend the life of the roof for approximately 20+ years.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			Roof is approximately 25 years old		Twenty
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	100,000	Stabilization Fund		Written (on-going)	-
FY2024	100,000	Stabilization Fund			
FY2025	100,000	Stabilization Fund			
FY2026	100,000	Stabilization Fund			
FY2027	100,000	Stabilization Fund			
FY2028	100,000	Stabilization Fund			
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					
This project has been on-going for the last two years. Each year we complete approximately 16K sq. ft.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Parking Lot - Newbury Elementary		Newbury Elementary School		4.00	
Project Description:					
Repave parking lot at Newbury Elementary School					
Project Justification:					
End of useful life					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			Approximately 25 years ago		Twenty Five
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	60,000	Free Cash	Current contract		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Newbury Boat Ramp		Town Ramp - High Road		3.00	
Project Description:					
Paving of parking area and road to ramp only. Engineering required prior to build.					
Project Justification:					
To help with storm water issues and prevent loose gravel from washing into the river. Constant maintenance required.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			NA		Eight to Ten
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	75,000	Free Cash	Written estimate		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replace Roof at Town Library - Metal roofs		Library, Lunt Street		4.00	
Project Description: Remove asphalt shingled roof and replace with metal roof.					
Project Justification: End of useful life.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			1997		Twenty Five
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	650,000	Debt Exclusion	* Written		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
					
Other Comments/Discussion: * Written estimate at today's pricing. Metal roofs are more costly (approx. \$150K over regular roofing) - but have a lifetime expectancy.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Recarpet at Town Library		Library, Lunt Street		4.00	
Project Description: Replace carpet at Town Library					
Project Justification: End of useful life.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			1997		Fifteen
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	45,000	Free Cash	Verbal quote		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Repaint Town Library		Library, Lunt Street		4.00	
Project Description: Repaint Library					
Project Justification: End of useful life.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			1997		Ten-Fifteen
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	36,000	Free Cash	Verbal		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Replace HVAC System at Library		Library, Lunt Street		4.00	
Project Description: Replace complete heating and cooling system					
Project Justification: End of useful life					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			1997		Twenty
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	140,000	Free Cash	Verbal		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978-479-0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Orchard Street Culvert over Cart Creek		Orchard Street		3.00	
Project Description: Replace existing culvert. (Design already completed)					
Project Justification: End of useful life.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			Unknown		Seventy Five
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	750,000	Free Cash	Written - from Design		-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
Insert Photo Here			Insert Photo Here		
					
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM




Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978.479.0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Newbury Elementary HVAC System		Newbury Elementary, Hanover		3.00	
Project Description: Replace complete HVAC System (air handlers & condensers)					
Project Justification: Reached useful life					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
NA			1995		20-30 years
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	2,000,000	Debt Exclusion Override	Verbal		
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
			Insert Photo Here		
					
Other Comments/Discussion: Financing will include a combination of a debt exclusion override and use of Free Cash.					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		James Sarette			
Department:		DPW			
Phone:		978.479.0186			
Email:		highway@townofnewbury.org			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Plum Island Bathroom/Annex		31 Plum Island Blvd		4.00	
Project Description:					
Renovate an existing town owned building into a seasonal permanent bathroom facility					
Project Justification:					
The town has used portable facilities for many years which have had a number of issues; used as garbage cans, tipped over.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	200,000	ARPA Funds		Verbal	
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM





Contact Person/Requested By: James Sarette					
Department: DPW					
Phone: 978-479-0186					
Email: highway@townofnewbury.org					
Project Name Annual Road Improvement Program		Project Location Town-wide		Dept Priority 1-5 (5 = Highest) 3	
Project Description: Town-wide town paving and preventative maintenance					
Project Justification: Safety - preventative maintenance					
Combine w/Other Projects? Which Ones? NA			Date Asset was Built or Purchased? NA		Useful Life (in Years) 5-10
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	\$519,580	Operating Budget/Chapter 90		Asphalt Bid (contract)	
FY2024	\$519,580	Operating Budget/Chapter 90		Asphalt Bid (contract)	
FY2025	\$519,580	Operating Budget/Chapter 90		Asphalt Bid (contract)	
FY2026	\$519,580	Operating Budget/Chapter 90		Asphalt Bid (contract)	
FY2027	\$519,580	Operating Budget/Chapter 90		Asphalt Bid (contract)	
FY2028	\$519,580	Operating Budget/Chapter 90		Asphalt Bid (contract)	
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
Insert Photo Here			Insert Photo Here		
Other Comments/Discussion:					



TOWN OF NEWBURY CAPITAL REQUEST FORM



Contact Person/Requested By:		Nick Allen			
Department:		Byfield Newbury Baseball Softball League			
Phone:		862.235.5087			
Email:		nw_allen@yahoo.com			
Project Name		Project Location		Dept Priority 1-5 (5 = Highest)	
Pearson Field Upgrades		Lunt St, Byfield, MA		5.00	
Project Description:					
Rebuild Pearson Field infield diamond					
Project Justification:					
To provide safe/playable baseball diamond for Town youth baseball league, see proposal.					
Combine w/Other Projects? Which Ones?			Date Asset was Built or Purchased?		Useful Life (in Years)
			Unknown		
Amount Requested by FY		Source of Funding		Source of Cost Estimate	\$ Impact on Operating Expenses or Revenues
FY2023	16,600	ARPA		Oasis Property	-
FY2024					
FY2025					
FY2026					
FY2027					
FY2028					
If request is for building construction or renovation, please identify cost breakdown by fiscal year:					
	ROW/Land Easement	Design/Engineering	Construction	Equipment/Furn.	Total
FY2023					-
FY2024					-
FY2025					-
FY2026					-
FY2027					-
FY2028					-
					
Other Comments/Discussion:					



Appendix B: Capital Needs Assessment Results

Note: This table summarizes all the projects submitted by departments/board/committees etc. in their original form. Additional details (e.g. justification, potential grants, etc.) were also submitted and are part of the supporting materials provided to the Town. In some cases, timing, scope, and/or cost of certain projects may have changed.

Proj #	Title	FY23	FY24	FY25	FY26	FY27	FY28	Total Cost
AF-01	Newbury Town Hall Project	2,500,000	11,500,000					14,000,000
CoA-01	COA van		150,000					150,000
Con-01	Remove Larkin Dam		200,000	700,000				900,000
F-01	Replacement of Fire Apparatus		475,000					475,000
F-02	Replacement of Command Vehicle	55,000						55,000
F-03	Replacement of Ambulance			375,000				375,000
F-04	Replacement of Apparatus Floor				25,000			25,000
F-05	Replacement of Engine 1					600,000		600,000
F-06	Cardiac Monitor Replacement	40,000						40,000
IT-01	Computer Replacement	12,000				12,000		24,000
IT-02	Server Refresh	20,000						20,000
IT-03	Town Fiber Optic Network			300,000				300,000
P-01	Admin Cruiser Replacement	42,000						42,000
P-02	Police Record/Squad Room Construction	45,000						45,000
P-03	Flashing Crosswalk	10,000						10,000
P-04	Solar Powered Speed Displays	12,000						12,000
P-05	Animal Control Vehicle		25,000					25,000
P-06	Shellfish Constable Vehicle	30,000						30,000



Proj #	Title	FY23	FY24	FY25	FY26	FY27	FY28	Total Cost
P-07	Cruiser Carport Construction		30,000					30,000
P-08	Harbormaster Office Construction			120,000				120,000
P-09	Mobile Command Post			16,000				16,000
P-10	Admin Police Vehicle Replacement					37,000		37,000
P-11	Polaris ATV Patrol Vehicle			22,000				22,000
P-12	Unmarked Investigations Vehicle			36,000				36,000
P-13	Argo ATV Tracked Response			56,000				56,000
P-14	Cruiser Replacement	42,000	42,000	42,000	42,000	42,000	42,000	252,000
PW-01	Replace Sterling Six Wheel Dump Truck	241,000						241,000
PW-02	Replace Chevy One Ton Dump Truck		54,000					54,000
PW-03	Wheeled Excavator Replacement		170,000					170,000
PW-04	Replacement Six Wheel Dump Truck				240,000			240,000
PW-05	Elgin Sweeper Replacement					250,000		250,000
PW-06	Replacement - 2007 Ford F250 Pick Up Truck					44,000		44,000
PW-07	Replace John Deere Lawn Mower			15,000				15,000
PW-08	Replace Ferris Lawn Mower					15,000		15,000
PW-09	Replace 1998 Morbark Wood Chipper			75,000				75,000
PW-10	Repair Newbury Elementary Roof	100,000	100,000	100,000	100,000	100,000	100,000	600,000
PW-11	Repave Parking Lot at Newbury Elementary		60,000					60,000
PW-12	Paving Newbury Boat Ramp		75,000					75,000
PW-13	Replace Roof at Town Library			650,000				650,000
PW-14	Recarpet at Town Library		45,000					45,000



Proj #	Title	FY23	FY24	FY25	FY26	FY27	FY28	Total Cost
PW-15	Repaint Town Library		36,000					36,000
PW-16	Replace HVAC System at Town Library		140,000					140,000
PW-17	Replace Orchard Street Culvert			750,000				750,000
PW-18	Newbury Elementary School HVAC Replacement		2,000,000					2,000,000
PW-19	Plum Island Bathroom Facility	200,000						200,000
PW-20	Annual Road Improvement Program	519,580	519,580	519,580	519,580	519,580	519,580	3,117,480
Rec-01	Upgrade Pearson Field	16,600						16,600

Appendix C: Newbury CIP by Funding Source

Proj Num	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL
PW-03	Wheeled Excavator Replacement		170,000					170,000
PW-04	Six Wheel Dump Truck Replacement				240,000			240,000
PW-05	Elgin Sweeper Replacement					250,000		250,000
PW-12	Newbury Boat Ramp Paving		75,000					75,000
PW-16	Library - HVAC System Replacement		140,000					140,000
PW-17	Orchard St Culvert Replacement			750,000				750,000
IT-01	Computer Replacement					12,000		12,000
IT-03	Town Fiber Optic Network			300,000				300,000
P-07	Cruiser Carport Construction		30,000					30,000
P-08	Harbormaster Office Construction			120,000				120,000
AF-1	Newbury Town Hall Project * (Other funding sources TBD)	2,500,000						2,500,000
COA-1	COA Van Replacement (grant source possible)		150,000					150,000
	FREE CASH TOTAL	2,500,000	565,000	1,170,000	240,000	262,000	-	4,737,000

PW-06	2007 Ford F250 Pick Up Truck Replacement					44,000		44,000
PW-20	Annual Road Improvement Program	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000
P-14	Cruiser Replacement	42,000	42,000	42,000	42,000	42,000	42,000	252,000
	OPERATING BUDGET TOTAL	292,000	292,000	292,000	292,000	336,000	292,000	1,796,000

PW-01	Sterling Six Wheel Dump Truck Replacement	241,000						241,000
PW-02	Chevy One Ton Dump Truck Replacement		54,000					54,000
PW-07	John Deere Lawn Mower Replacement			15,000				15,000
PW-08	Ferris Lawn Mower Replacement					15,000		15,000
PW-09	1998 Morbark Wood Chipper Replacement			75,000				75,000
PW-10	Newbury Elementary School Roof Repair	100,000	100,000	100,000	100,000	100,000	100,000	600,000
PW-11	Newbury Elementary School Parking Lot Repaving		60,000					60,000
PW-14	Library Carpet Replacement		45,000					45,000
PW-15	Library Repainting		36,000					36,000
F-04	Apparatus Floor Replacement				25,000			25,000
P-02	Police Record/Squad Room Construction	45,000						45,000
P-03	Flashing Crosswalk Sign	10,000						10,000
P-04	Solar Powered Speed Display Sign	12,000						12,000
P-05	Animal Control Vehicle Replacement		25,000					25,000
P-09	Mobile Command Post			16,000				16,000
P-13	Argo ATV Tracked Response Vehicle			56,000				56,000
P-12	Unmarked Investigations Patrol Vehicle			36,000				36,000
P-10	Administrative Patrol Vehicle Replacement					37,000		37,000
P-11	Polaris Razor ATV Replacement			22,000				22,000
	STABILIZATION FUND TOTAL	408,000	320,000	320,000	125,000	152,000	100,000	1,425,000

Appendix C: Newbury CIP by Funding Source

Proj Num	Project Name	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL
PW-19	Plum Island Bathroom Facility	200,000						200,000
F-02	Command Vehicle Replacement	55,000						55,000
CON-1	Larkin Dam Replacement		900,000					900,000
IT-01	Computer Replacement	12,000						12,000
IT-02	Server Refresh	20,000						20,000
P-01	Administrative Cruiser Replacement	42,000						42,000
P-06	Shellfish Constable Vehicle Replacement	30,000						30,000
PW-20 (Ch90)	Annual Road Improvement Program (Stater Ch90)	269,580	269,580	269,580	269,580	269,580	269,580	1,617,480
REC-1	Pearson Field Upgrades	16,600						16,600
	ARPA/OTHER GRANT FUNDS	645,180	1,169,580	269,580	269,580	269,580	269,580	2,893,080
F-01	Engine 9 Replacement		475,000					475,000
F-05	Engine 1 Replacement					600,000		600,000
	LEASE TOTAL	-	475,000	-	-	600,000	-	1,075,000
AF-1	Newbury Town Hall Project * (Other funding sources TBD)		8,500,000					8,500,000
PW-13	Library Roof Replacement			650,000				650,000
PW-18	Newbury Elementary School HVAC Replacement		2,000,000					2,000,000
	DEBT EXCLUSION	-	10,500,000	650,000	-	-	-	11,150,000
F-03	Ambulance Replacement (Enterprise)			375,000				375,000
F-06	Cardiac Monitor (Enterprise)	40,000						40,000
	OTHER RESTRICTED FUNDS	40,000	-	375,000	-	-	-	415,000
GRAND TOTAL		3,885,180	13,321,580	3,076,580	926,580	1,619,580	661,580	23,491,080



Appendix D: Capital Planning Committee Bylaw

[HISTORY: Adopted by the Annual Town Meeting of the Town of Newbury 5-22-2007 by Art. 18. Amendments noted where applicable.]

§ 12-1. Committee Appointed; terms.

There is hereby established a Capital Planning Committee consisting of the Director of Municipal Finance, two members of the Finance Committee annually chosen by it, and two members appointed by the Selectmen from among the registered voters of the Town, who shall be appointed for a term of two years on a staggered basis so that one such member's term expires each year. Any vacancy shall be filled for the unexpired term in the manner of the original appointment. The Capital Planning Committee shall annually choose a chairman and such other officers as it deems appropriate.

§ 12-2. Powers and duties.

It shall be the duty of the Capital Planning Committee to develop a long-range capital planning program to serve as a guideline for capital improvements in the Town with an eye towards ensuring the maintenance of its public infrastructure and planning for new capital improvements. The Capital Planning Committee shall be specifically concerned with physical facilities such as land, buildings, or other structures, as well as pieces of equipment requiring a relatively large investment and having a relatively long useful life. The first capital plan covering the fiscal years 2009-2014 inclusive shall be submitted to the Board of Selectmen and Finance Committee at the same time as the submission of the fiscal year 2009 annual budget and shall take effect, once approved, on July 1, 2008. The first capital plan and an updated five year plan shall be submitted each year as aforesaid, and included in the Warrant for consideration by the Annual Town Meeting. The Committee will meet as often as necessary to review capital needs and requests and to update the plan. The Committee shall also recommend appropriate methods of financing the proposed capital improvements and shall summarize in more general terms the major improvements anticipated during the five-year period. Guidelines for the planning process, defining what constitutes a capital improvement for the purposes of this by-law, specifying minimum cost and useful life of capital improvements to be considered in the plan, the proportion of the total budget to be devoted to outstanding and current capital projects, and any restrictions of methods of financing, shall also be established on the recommendations of the Capital Planning Committee.



§ 12-3. Proposed and anticipated projects.

[Added 5-22-2012 ATM, Art. 28]

The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:

- 1) Are purchased or undertaken at intervals of not less than five years;
- 2) Have a useful life of at least five years; and
- 3) Cost over \$10,000.

All officers, boards and committees, including the Selectmen and the School Committee, shall, by November 1st of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report or the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.

§ 12-4. Annual report.

[Added 5-22-2012 ATM, Art. 28]

The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the town.

§ 12-5. Expenditure on projects.

[Added 5-22-2012 ATM, Art. 28]

Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.



§ 12-6. Publishing of report and budget.

[Added 5-22-2012 ATM, Art. 28]

The Committee's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.



Appendix E: Newbury Financial Policies

D. Capital Improvement Plan and Debt Management Policies

Appendix 1

D-1 Capital Improvement Plan and Budget

Policy:

Chapter 12 of the Town of Newbury by-laws defines the duties of the Capital Planning Committee. Specifically, section 12-2 states; “It shall be the duty of the Capital Planning Committee to develop a long-range capital planning program to serve as a guideline for capital improvements in the Town with an eye towards ensuring the maintenance of its public infrastructure and planning for new capital improvements. The Committee shall submit its report to the Board of Selectmen for its consideration and approval and the Board of Selectmen shall submit its approved capital budget for the next fiscal year in the town warrant for votes by town meeting.”

In accordance with the by-law, a proposed purchase or project must have a useful life of five years or more and must exceed \$10,000 in cost. All officers, boards, and Committees, including the Selectmen and the School Committee shall, by November 1 of each year, submit their requests to the Capital Planning Committee. An adequate level of maintenance and replacement that falls beneath the Capital Expenditure threshold of \$10,000 or the useful life of 5 years will be funded from the general fund operational budget each year to ensure that all capital facilities and equipment are properly maintained. Budgets for maintenance and repair will be reviewed annually and compared to actual expenditures to ensure the adequacy of these line items. No action shall be taken on a capital purchase without a recommendation from the Capital Planning Committee.

The Capital Planning Committee will evaluate requests based on the following criteria:

1. Does the requested project contribute to the achievement of existing town goals, policies, plans and work programs?
2. What are the general benefits of the project?
3. What is the total cost (both capital and annual operating and maintenance expenses, including replacements); and what is its effect on the tax rate?
4. Is the project acceptable to the public?
5. Are there legal requirements that must be met?
6. Can the project be effectively managed and maintained with existing staff once implemented?



D-2 Debt Management and Capital Improvement Financing

D-2a. Debt Management Policy:

1. Long-term debt will not exceed the expected useful life of the asset being financed. Long-term debt should not be incurred without a clear identification of its financing sources.
2. The Town will establish and maintain at least a five (5) year Capital Asset Replacement Schedule including all proposed projects and major pieces of equipment that may require debt financing. The Town's long-term debt strategies will be structured to reflect its capital needs and ability to pay.
3. Annual debt service should not exceed 10% of the annual operating budget. This debt limit is exclusive of debt raised via the debt exclusion.
4. The Town will maintain a long-term debt schedule so that at least 50 percent of total outstanding debt service requirements will be paid within ten years.
5. An operational impact statement will be required for each new capital project to determine the net financial impact the proposed investment will have on general operations.
6. The impact of level debt service versus principal/declining debt service on the total project cost, operating budget and long-term capital borrowing plans shall be analyzed before borrowing is authorized and approved.

D-2b. Capital Financing Policy:

The Newbury capital improvement program shall be prepared and financed in accordance with the following policies:

- Pay As You Go Local Funding - The first source of capital investment shall be free cash. Even when a significant balance exists in this account, the Town will be cautious about the amount of funds to be used. After establishing a base of approximately \$300,000, the town shall increase its capital investment by the same rate a regular budget growth. The Town will use modest amounts from the capital stabilization or other reserves above target levels to fund pay-as-you go capital needs in order to meet urgent needs above the 5 percent Net Capital Investment target. In the event that annual deposits into the capital stabilization fund change significantly, the Town will revisit this capital funding policy.
- Other Local Restricted Funds – State statutes and local authorizations allow for the set aside of funds for specific purposes. The town shall monitor any special purpose funds that it maintains (i.e., Sale of Land, ambulance revenue) and its applicable use for capital projects.
- Outside Funding – State, federal, or private grant funding shall be pursued and used to finance the capital budget wherever possible.
- Debt Exclusion – Large purchases or projects, typically in excess of \$1 million shall be funded by a Proposition 2 ½ debt exclusion vote in order to collect annual revenues sufficient to pay the new debt costs and not impact funds necessary to maintain the annual town and school operating budgets.



- General Fund Debt – Smaller projects may be funded by non- exempt debt with a careful review of the timing and impact on the operating budget while also maintain the town’s investment in its capital infrastructure and equipment.
- General Fund Debt Service as % of General Fund Revenues.– The annual Debt Service requirement should not exceed 10% of the town’s general fund annual revenues (excluding enterprise funds).

E-3 Impact on Capital Improvement Program and Debt Management

Policy:

When grants are accepted for capital purposes, the Town shall include in its capital improvement program any share of costs associated with the grant and project the Town’s share of debt service in its debt management plan. Any future increase or decrease in operating costs associated with the grant should be identified in the Town’s revenue /expenditure forecast.



Appendix F: Historical Financial Data

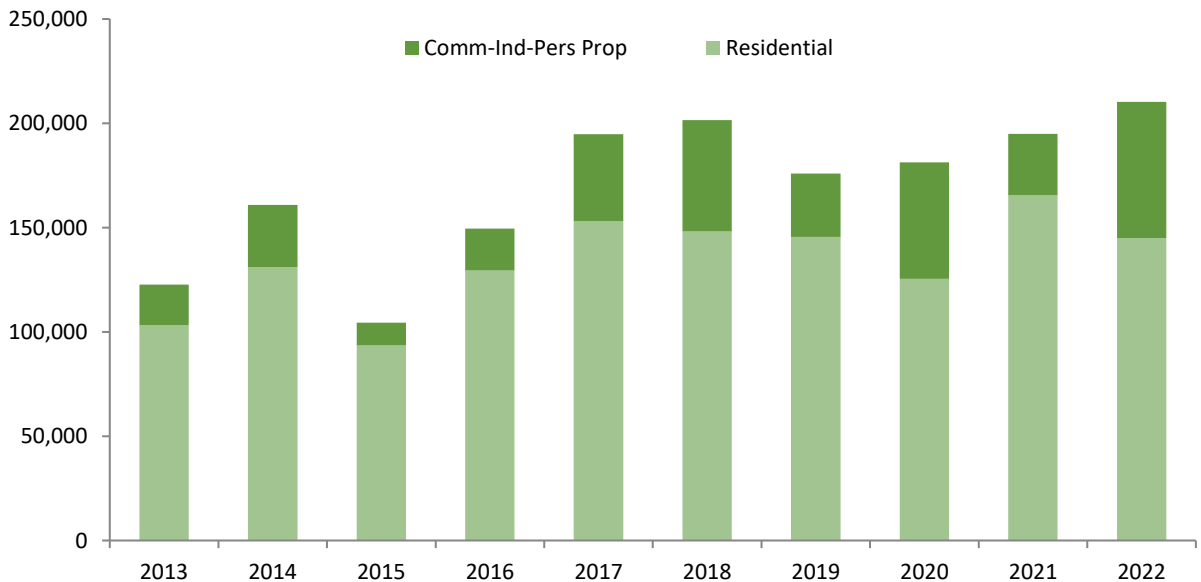
The following contains historical financial information for the Town of Newbury, ranging from New Growth, Free Cash, tax levy limits, total tax levies, General Fund existing debt, water/sewer debt, and other comparable data. The sources for this data are the Massachusetts Department of Revenue Division of Local Services (DLS) and the Town of Newbury.



Newbury New Growth History

Year	Residential New Growth	Comm Ind Per Prop New Growth	Total New Growth Applied to the Levy Limit
2013	103,188	19,561	122,749
2014	131,087	29,845	160,932
2015	93,519	10,873	104,392
2016	129,478	20,089	149,557
2017	153,066	41,729	194,795
2018	148,165	53,377	201,542
2019	145,546	30,407	175,953
2020	125,376	55,894	181,270
2021	165,439	29,501	194,940
2022	144,937	65,342	210,279
10 YR Average	133,980	35,662	169,641

Newbury New Growth FY2013-FY2022

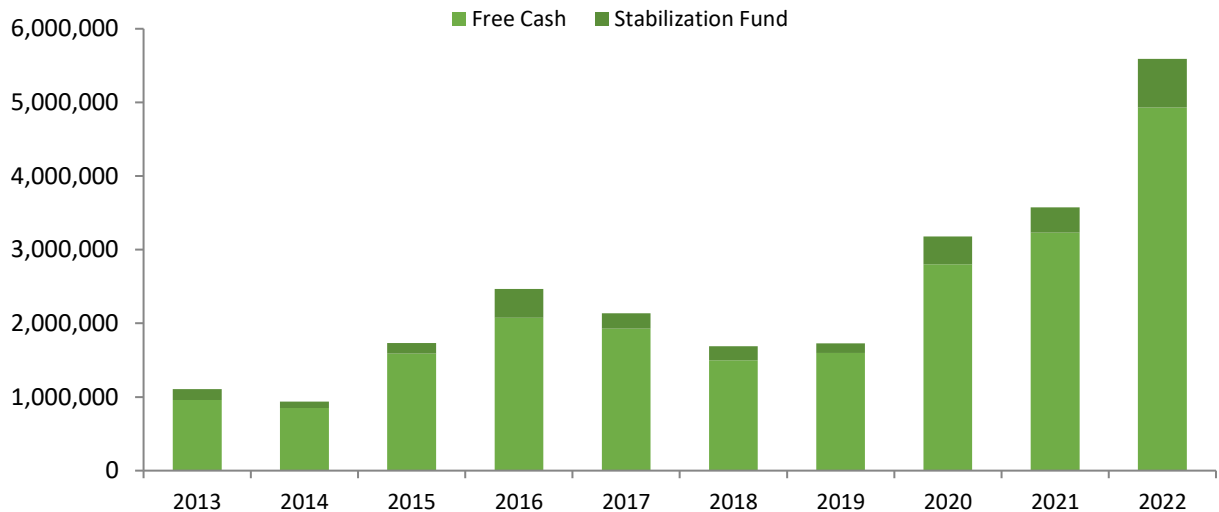




Newbury Free Cash & Stabilization Fund History

Fiscal Year	Free Cash	Stabilization Fund	Total
2013	959,003	147,582	1,106,585
2014	848,263	89,724	937,987
2015	1,591,092	141,121	1,732,213
2016	2,076,506	392,330	2,468,836
2017	1,929,148	207,961	2,137,109
2018	1,499,298	188,751	1,688,049
2019	1,599,349	130,838	1,730,187
2020	2,803,520	377,137	3,180,657
2021	3,232,957	342,545	3,575,502
2022	4,931,255	657,681	5,588,936

Newbury Free Cash & Stabilization Funds FY2013-FY2022

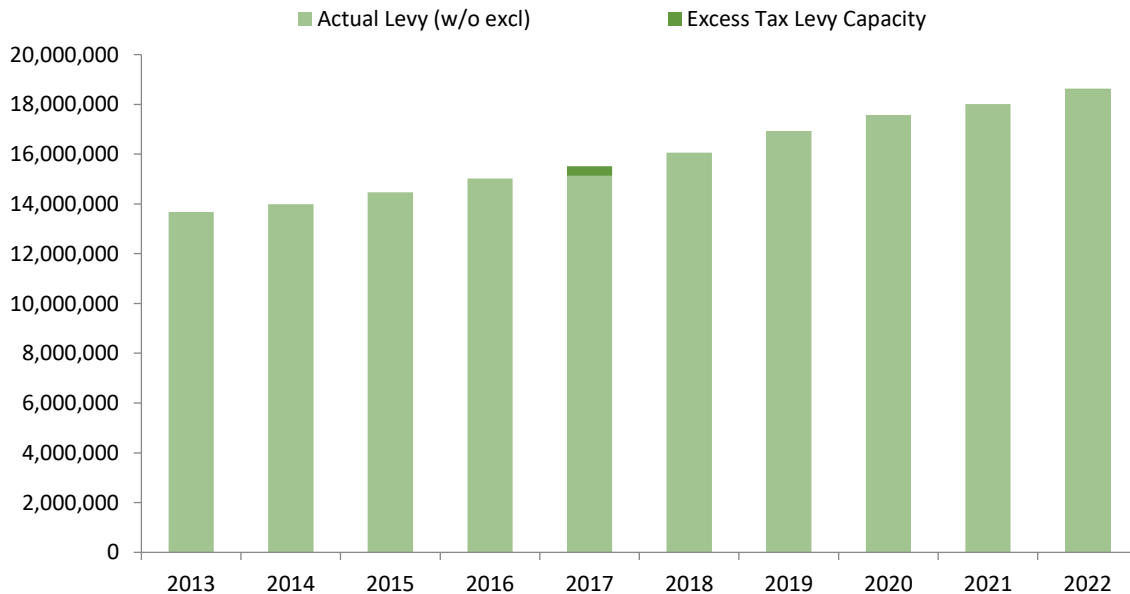




Newbury Tax Levy Limit (excluding Prop 2 ½ exclusion)

Year	Actual Tax Levy (excluding any Debt Exclusion)	Excess Tax Levy Capacity	Total Tax Levy Limit (excluding Debt Exclusion)
2013	13,657,379	1,407	13,658,786
2014	13,968,606	9,146	13,977,752
2015	14,450,335	10,018	14,460,353
2016	15,001,979	12,413	15,014,392
2017	15,123,270	396,066	15,519,336
2018	16,036,106	12,950	16,049,056
2019	16,914,568	8,157	16,922,725
2020	17,560,525	6,137	17,566,662
2021	17,997,868	5,010	18,002,878
2022	18,615,050	3,892	18,618,942

Tax Levy Limit & Excess Capacity FY2013-FY2022

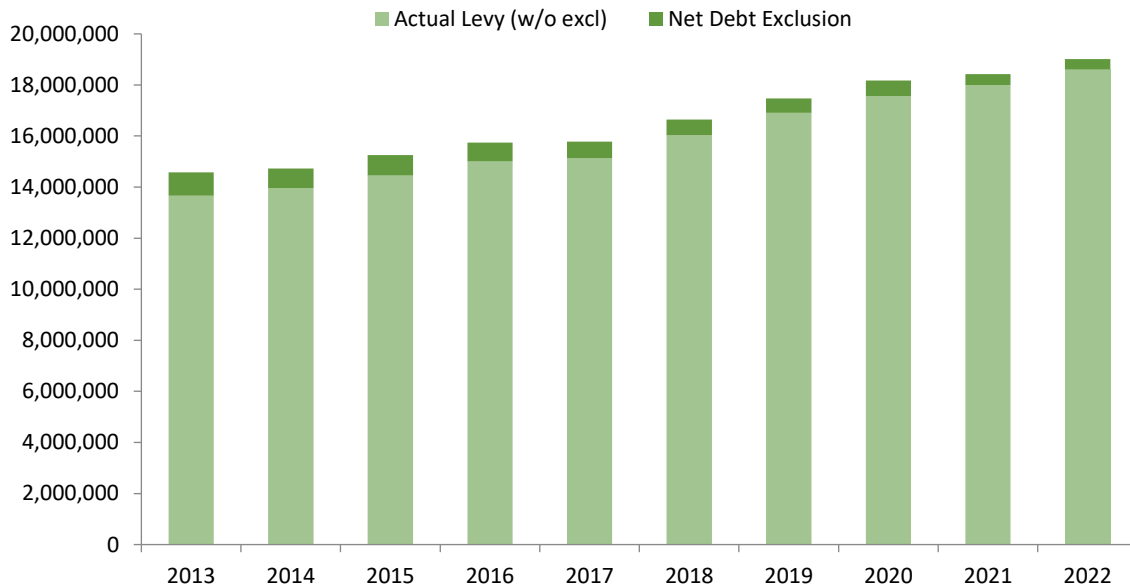




Newbury Tax Levy History

Year	Actual Tax Levy (excluding any Debt Exclusion)	Net Debt Exclusion	Total Tax Levy
2013	13,657,379	925,426	14,582,805
2014	13,968,606	765,126	14,733,732
2015	14,450,335	804,752	15,255,087
2016	15,001,979	741,558	15,743,537
2017	15,123,270	652,807	15,776,077
2018	16,036,106	609,322	16,645,428
2019	16,914,568	561,255	17,475,823
2020	17,560,525	614,885	18,175,410
2021	17,997,868	427,518	18,425,386
2022	18,615,050	393,919	19,008,969

Tax Levy History FY2013-FY2022





Newbury Existing General Fund Debt Service

FY	Existing Town Non- Exempt	Existing Town Exempt	Existing Triton Share Exempt	Total Debt Exempt	Total Existing GF Debt
2018	0	514,105	117,400	631,505	631,505
2019	0	488,006	73,249	561,255	561,255
2020	0	563,980	50,905	614,885	614,885
2021	84,031	398,744	28,774	427,518	511,549
2022	84,625	393,919		393,919	478,544
2023	82,875	308,844		308,844	391,719
2024	81,125	311,594		311,594	392,719
2025	84,250	311,294		311,294	395,544
2026	82,250	308,194		308,194	390,444
2027	85,125	307,644		307,644	392,769
2028	82,875	314,269		314,269	397,144
2029	85,500	315,269		315,269	400,769
2030	83,000	310,894		310,894	393,894
2031	80,500	309,194		309,194	389,694
2032	83,700	310,244		310,244	393,944
2033	82,600	311,194		311,194	393,794
2034	81,500	312,044		312,044	393,544
2035	85,350	312,659		312,659	398,009
2036	84,113	308,091		308,091	392,204
2037	82,838	308,331		308,331	391,169
2038	81,563	308,325		308,325	389,888
2039	85,234	308,206		308,206	393,440
2040	83,772	312,769		312,769	396,541
2041	82,228	311,856		311,856	394,084
2042	80,684	310,669		310,669	391,353
2043	84,081	314,294		314,294	398,375
2044	82,375	312,731		312,731	395,106
2045	80,625	311,044		311,044	391,669
2046	83,813	309,059		309,059	392,872
2047	81,938	311,709		311,709	393,647
2048	85,000	309,163		309,163	394,163
2049	83,000	311,419		311,419	394,419
2050	81,000	288,741		288,741	369,741
TOTAL	2,491,570	11,038,498	270,328	11,308,826	13,800,396



Newbury General Fund Debt Service as a % of the General Fund Budget

FY	Non-Exempt Debt Service		Exempt Debt Service			Total Projected Debt Service	Est @ 3%/yr inc GF Budget	Debt Service as a % of GF Budget
	Existing	FY23-28 CIP Est	Existing Town	Existing Triton	FY23-28 CIP Est			
2018	0	0	514,105	117,400	0	631,505	20,379,140	3.1%
2019	0	0	488,006	73,249	0	561,255	21,891,846	2.6%
2020	0	0	563,980	50,905	0	614,885	22,823,176	2.7%
2021	84,031	0	398,744	28,774	0	511,549	21,938,069	2.3%
2022	84,625	0	393,919	0	0	478,544	23,004,192	2.1%
2023	82,875		308,844			391,719	23,694,318	1.7%
2024	81,125		311,594			392,719	24,405,147	1.6%
2025	84,250		311,294			395,544	25,137,302	1.6%
2026	82,250		308,194			390,444	25,891,421	1.5%
2027	85,125		307,644			392,769	26,668,163	1.5%
2028	82,875		314,269			397,144	27,468,208	1.4%
2029	85,500		315,269			400,769	28,292,255	1.4%
2030	83,000		310,894			393,894	29,141,022	1.4%
2031	80,500		309,194			389,694	30,015,253	1.3%
2032	83,700		310,244			393,944	30,915,710	1.3%
2033	82,600		311,194			393,794	31,843,182	1.2%
2034	81,500		312,044			393,544	32,798,477	1.2%
2035	85,350		312,659			398,009	33,782,432	1.2%
2036	84,113		308,091			392,204	34,795,904	1.1%
2037	82,838		308,331			391,169	35,839,782	1.1%
2038	81,563		308,325			389,888	36,914,975	1.1%
2039	85,234		308,206			393,440	38,022,424	1.0%
2040	83,772		312,769			396,541	39,163,097	1.0%
2041	82,228		311,856			394,084	40,337,990	1.0%
2042	80,684		310,669			391,353	41,548,130	0.9%
2043	84,081		314,294			398,375	42,794,574	0.9%
2044	82,375		312,731			395,106	44,078,411	0.9%
2045	80,625		311,044			391,669	45,400,763	0.9%
2046	83,813		309,059			392,872	46,762,786	0.8%
2047	81,938		311,709			393,647	48,165,669	0.8%



FY	Non-Exempt Debt Service		Exempt Debt Service			Total Projected Debt Service
	Existing	FY23-28 CIP Est	Existing Town	Existing Triton	FY23-28 CIP Est	
2048	85,000		309,163			394,163
2049	83,000		311,419			394,419
2050	81,000		288,741			369,741
TOTAL	2,491,570	0	11,038,498	270,328	0	13,800,396

Est @ 3%/yr inc GF Budget	Debt Service as a % of GF Budget
49,610,640	0.8%
51,098,959	0.8%
52,631,928	0.7%



Newbury Water/Sewer Fund Debt Service

FY	Existing Water/Sewer Debt Service	Existing Water/Sewer Subsidy	Total
2018	729,388	(204,711)	524,677
2019	719,962	(199,704)	520,258
2020	714,658	(194,434)	520,224
2021	698,656	(188,990)	509,666
2022	692,032	(183,264)	508,768
2023	620,190	(177,486)	442,704
2024	615,583	(171,831)	443,752
2025	607,824	(163,843)	443,981
2026	317,367	(84,728)	232,639
2027	319,667	(82,376)	237,291
2028	306,425	(79,907)	226,518
2029	313,923	(77,379)	236,544
2030	310,596	(74,733)	235,863
2031	307,052	(72,029)	235,023
2032	307,952	(69,207)	238,745
2033	303,599	(66,267)	237,332
2034	299,096	(67,428)	231,668
2035	298,276	(60,244)	238,032
2036	98,276		98,276
2037	98,275		98,275
TOTAL	8,678,797	(2,218,561)	6,460,236